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ABSTRACT

The 1974-1975 edition of this handbook is intended to provide the students and employees of the university with a broad insight into the university and its operations. The handbook's four chapters deal with university organization and governance, general university information, student life, and faculty life. Specific consideration is given to: internal governance and administration; governance policies; leisure and cultural activities; special academic opportunities; university service offices; student housing, activities, and organizations; student rights and responsibilities; student services; faculty appointment, promotion, tenure, and salary; course and degree work by faculty; professional organizations; leaves; redress; teaching guidelines; travel; and faculty support services offices. (LBH)

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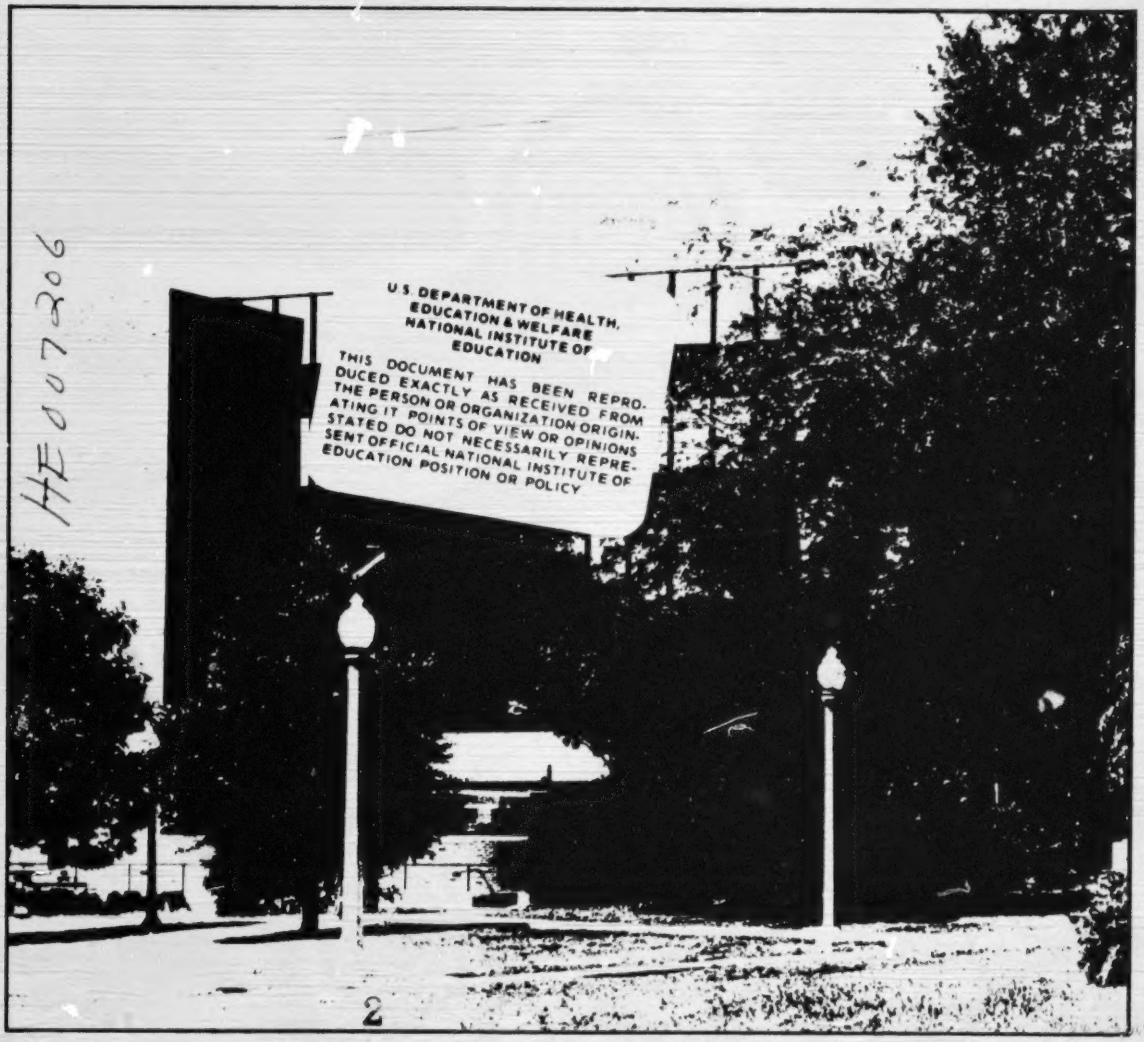
Illinois State University

HANDBOOK

1974-1975



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FOREWORD

The University Handbook is intended to provide the students and employees of Illinois State University with a broad insight into the University and its operations. The handbook's four chapters are entitled "University Organizations and Governance," "General University Information," "Student Life," and "Faculty Life." In the majority of cases the information included in the handbook fit neatly into one of the chapters. When the proper placement was not clear, however, the "General University Information" chapter was used because there was some likelihood that the information would be of interest to more than students or faculty alone. In any case, the Table of Contents should solve problems caused by the questionable placement of a piece of information.

There are several other University publications which contain more detailed information than is included in this handbook. Besides being generally available on campus and in the library, they are all available in the Office of the Secretary of the University, 301 Hovey Hall. These documents include:

Governing Policies for the Regency Universities; Regulations of the Board of Regents; ISU Academic Policy Handbook; ISU Undergraduate Catalog; ISU Graduate Catalog; Civil Service Employee Handbook; ISU Academic Plan; Semester Class Schedule; Telephone Directory.

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CHAPTER ONE

University Organization and Governance

I. INTRODUCTION TO ILLINOIS STATE UNIVERSITY

Illinois State University, founded in 1857 as the first state institution of higher learning in Illinois, today has over 30 academic departments and programs in five colleges and offers career preparation at the bachelor's, master's and doctoral levels.

In addition to its academic programs, the University is an outstanding regional cultural center, with emphasis in the fine arts and many public events centering in the 3,500 seat Union Auditorium. Thousands of others come to see Redbird athletic teams play major-level competition with teams from all parts of the nation.

The 740 acre campus includes 52 major buildings. A new library is in the process of being completed on the new north campus. Museums and art galleries inclued the Ewing Museum, the Historical Museum, Funk Mineral Museum, Hudelson Agricultural Museum, Eyestone One-room School, Stevenson Memorial Room, Hovey Art galleries and the galleries in the Center for the Visual Arts.

The University community includes a student body of nearly 19,000 students and more than 2,300 faculty and civil service staff members. Some 45,000 degrees have been awarded at the 115 annual commencements, with more than 3,000 awarded each year during recent years.

II. ILLINOIS SYSTEM OF HIGHER EDUCATION

The system of higher education in Illinois has developed as a result of recommendations made by the Illinois Board of Higher Education in Master Plan Phase II, the statewide plan for the development of higher education in Illinois. The system consists of the Board of Higher Education (BHE), which is the overall coordinating board for the state, a second coordinating board for all of the state's junior colleges, called the Illinois Junior College Board, and the four governing boards which coordinate the 10 state universities and colleges and their several campuses. These boards and their respective universities are as follows:

The University of Illinois Board of Trustees
- University of Illinois at Urbana-Champaign
- University of Illinois at Chicago Circle
- University of Illinois Medical Center at Chicago
- The several Medical Centers throughout the state

The Board of Trustees of Southern Illinois University
- Southern Illinois University at Carbondale
- Southern Illinois University at Edwardsville
- The Southern Illinois University Medical School at Springfield

The Board of Governors at State Colleges and Universities
- Eastern Illinois University at Charleston
- Western Illinois University at Macomb
- Governors State University at River Forest
- Chicago State at Chicago
- Northeastern State University at Chicago

Board of Regents of Regency Universities
- Illinois State University at Normal
- Northern Illinois University at DeKalb
- Sangamon State University at Springfield

1. Board of Higher Education

The Board of Higher Education consists of 16 members who are appointed by the Governor with the advice and consent of the Senate. The Board is responsible for the coordination of all public colleges and universities in Illinois and is futher charged with giving consideration to the private colleges and universities of the state. Among delineated duties and responsibilities of the Board of Higher Education are the approval of new units of instruction, research, and public service, the review and recommendation for capital and operating budget requests coming from the Junior College Board and four governing boards, and coordination of long range academic and physical facility plans of the several institutions of higher learning. The most important board task is the development, publication, and implementation of a Master Plan for Higher Education in Illinois. The Board of Higher Education is now in Phase III of its Master Plan development. The Board meets on a monthly basis in open session.

2. The Board of Regents

The Board of Regents for the regency universities is a body corporate and politic of the State of Illinois as are the three other governing boards. The Board of Regents consists of 13 members, nine of whom are appointed by the Governor with the advice and consent of the Senate. The Superintendent of Public Instruction or his or her designee also sits on the Board with full privileges. Three student members sit on the Board without vote. The Board of Regents is required by law to meet at least quarterly, but the Board ordi-

narily meets on a monthly basis to consider the programmatic and fiscal requests of the three regency universities. The Board conducts its affairs under the authority of enabling legislation contained in Chapter 144, Section 301, et seq., of the Illinois Revised Statutes and in accord with other governing policies and regulations which the Board from time to time makes pursuant to its grant of authority from the Illinois General Assembly. The Board is assisted in its deliberations by receiving input from the Presidents of the three regency universities as well as from the Joint University Advisory Committee. Others wishing to have input to the Board may do so upon request. The Board's daily affairs are managed by an executive director and a support staff with offices at 616 Myers Building, Springfield, Illinois 62702.

III. INTERNAL ADMINISTRATION

Within the academic areas of the University, there are three levels of administration: central administration, colleges, and departments or programs. The basic administrative organization of the University is described in the organization chart.

1. Central Administration

The officers of the University are the President, the Vice President and Provost of the University, the Secretary of the University, and the Vice-President and Dean of Student Affairs. The President is the chief executive and academic officer of the University. The Provost of the University is the principal administrative officer responsible for the operations of the University in the absence of the President. They draw on the talents of the other officers and administrators of the University to achieve the goals of the University, as specified in policies of the Board of Regents and the Academic Plan.

A. **The President.** The duties and responsibilities of the President are specified in the Governing Policy of the Board of Regents. He is directly responsible to the Board of Regents. He presents the needs and defends the interests of the University to the Board of Regents, state officials, and audiences in the external and internal communities. In addition to the officers of the University, several staff officers report directly to the President: the Executive Officer and Legal Counsel, Director of Public Affairs, Director of Alumni and Development, Director of Intercollegiate Athletics, Director of Institutional Research and Computer Operations, and Director of the Budget.

B. **Vice-President and Provost of the University.** The Vice-President and Provost of the University is responsible for the planning, development, and operation of the total academic program. Reporting directly to the Provost are University Libraries and the High Potential Student Program and the dean of each of the five colleges of the University. The Office of the Provost of the University includes three principal areas — Undergraduate Programs and Instruction, Graduate Programs and Research, and Academic Services.

The Dean of Undergraduate Instruction is responsible for undergraduate program development, including the Instructional Development Program, International Studies, the Honors Program, Residential Programming, and Academic Planning. The Undergraduate Catalog provides detailed information on undergraduate degree programs.

The Dean of the Graduate School is responsible for graduate programs and faculty research. Reporting to the graduate dean are the Office of Research Services and Grants and Educational Research Services. ERS includes the laboratory Metcalf and University High Schools. The Graduate Catalog provides specific information on master's and doctoral degree programs offered by the University.

The Dean of Academic Services is responsible for a variety of administrative support services including Admissions and Records, Continuing Education and Public Services, Measurement and Evaluation Service, and Media Services. He also functions as the Director of the Summer Session and Chairman of the Academic Budget Team.

C. **Vice-President and Dean of Student Affairs.** The principal advisor to the President on student matters is the Dean of Student Affairs. Major units reporting to this office are Student Academic Advisement Student Counseling Services, Student Financial Aids, Housing Services, University Events, University Health Services, Student Activities, the Student Code Enforcement Review Board, and the University Union-Auditorium. The Dean of Student Affairs is also responsible for liaison with both the Student Association and Association of Residence Halls.

D. **Secretary of the University.** Major areas of University operations supervised by the Secretary of the University are Affirmative Action, Campus Recreation, Faculty Records, Environmental Health and Safety, the Personnel Office, Public Safety, Grounds and Parks, and University Museums. The Secretary is also responsible for providing support services to the Academic Senate and for Liaison with the Board of Regents, Board

of Higher Education, Civil Services Council, Town of Normal, and Black Affairs Council.

2. Deans of Colleges

Faculty and academic programs at Illinois State are organized into five colleges, each with a college dean as the responsible administrative officer. The colleges and the departments and programs within them are: College of Applied Science and Technology: Agriculture, Home Economics and Industrial Technology, Health, Physical Education and Recreation, the Center for Allied Health Professions, and the Program in Corrections. College of Arts and Sciences: Biological Sciences, Chemistry, Economics, English, Foreign Languages, Geography-Geology, History, Information Sciences, Mathematics, Philosophy, Physics, Political Science, Psychology, Sociology- Anthropology, and Speech Pathology-Audiology. College of Business: Accounting, Business Administration, and Business Education. College of Education: Curriculum and Instruction, Educational Administration, and Special Education. College of Fine Arts: Art, Music, and Theatre.

3. Departmental Administration

Academic departments are the principal operating units within the academic area of the University. The Department Chairman is the responsible administrator of the Department and the intellectual spokesman for the Department. The Chairman is appointed by the President, on the recommendation of the Provost of the University. Chairmen serve at the pleasure of the President and the Provost; however, appointments are made on an annual basis. A department chairman achieves tenure as a faculty member in the same way as any other faculty member; however, no administrator achieves tenure as an administrator.

The University's 27 academic departments are: Accounting, Agriculture, Art, Biological Sciences, Business Administration, Chemistry, Curriculum and Instruction, Economics, Educational Administration, English, Foreign Languages, Geography-Geology, Health, Physical Education and Recreation, History, Home Economics and Industrial Technology, Information Sciences, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Sociology-Anthropology, Special Education, Speech Pathology and Audiology, and Theatre. In addition, the Allied Health Professions Program, the Corrections Program and the Social Science Program are administered as distinct units, apart from any departmental designation. The University Laboratory Schools are administered through the division of Educational Research Services.

At least every four years each department is evaluated with the assistance of outside consultants and oral or written reactions by members of the department, and this includes an evaluation of departmental leadership in the context of the total effectiveness of the department. As the departmental leader, the chairman is expected to explain and implement the policies of the University and to articulate to the central administration the needs and achievements of the department.

IV. INTERNAL GOVERNANCE

Board of Regents policy provides that the university community participate in decision-making, and it has instructed the President to provide for such a system through internal governance. Although the Board remains responsible for final decisions, it is committed to making its decisions only upon receiving advice from the President, and through him the governance units.

There are three major governance units on campus: The Academic Senate, the Student Association, and the Civil Service Council. The Association of Residence Halls also exists to serve as a governance unit for students who live in residence halls. Each of these units has its own set of governance procedures, although the procedures must be consistant with overall university policy.

1. Academic Senate

The primary academic governing body within the University is the Academic Senate. The 50-member Senate includes 27 elected faculty members, 18 elected student representatives, and five ex officio (voting) members, including the President of the University, the President of the Student Association, the Vice-President and Dean of the University, the Vice-President and Dean of Student Affairs, and the Secretary of the University. Faculty members are elected by their college faculties and student members from units defined in election rules adopted by the Senate. The Senate functions are listed specifically in the Constitution. These functions involve establishing methods by which members of the academic community participate in determining academic policy. An 11-member Executive Committee establishes the agenda for Senate meetings, recommends members for various University committees, and otherwise expedites the business of academic government. Both Senate meetings and Executive Committee meetings are open to all members of the University community. More specific details about Senate operations are included in Article V of the Constitution, By-Laws of the Academic Senate, and Senate minutes.

2. Civil Service Council

The Civil Service Council purposes are: To serve as the primary advisory body to the administration regarding policies effecting the welfare of all Civil Service employees; to provide a means of effective communication among Civil Service employees, the Academic Senate, and the administration; to serve in a governance capacity in those areas as specified by the University constitution; to appoint Civil Service representatives to appropriate University committees; to administer grievance procedures; to plan and organize social and recreational activities for the Civil Service employees.

The Civil Service Council shall be so constituted as to guarantee proportional representation among all employment groups. The members serve a two-year term and may not succeed themselves. Any status Civil Service employee who has completed one year of service shall be eligible for election to membership on the Council.

3. Student Association

The Student Association deals with areas of University life which are of primary concern to students. The student body elects a Student Association Assembly, consisting of on and off-campus students, the Student Body President, and the Student Body Vice-President. The Assembly is responsible for approving the budget for student government, representing the interests of students to the university community and assisting in programs beneficial to the student body.

4. Association of Residence Halls

The Association of Residence Halls, including representatives elected by individual residence hall organizations, has a general office and acts to coordinate services and programs for students in all the residence halls. In cooperation with other organizations, it helps to plan and carry out social, recreational and educational programs in the halls.

5. Committee System

Most standing university committees report on academic matters through one of the five standing committees of the Academic Senate(Academic Affairs, Administrative Affairs, Faculty Affairs, Student Affairs, and Rules Committees). Committee composition, functions and reporting procedures are found in the By-Laws of the Academic Senate or in Senate minutes. Current standing committees are:

Academic Freedom and Tenure Committee
Academic Planning Committee
Academic Standards Committee
Athletic Council
Council for University Studies
Council for Teacher Education
Curriculum Committee
Economic Well-Being Committee
Elections Committee
Entertainment Committee
Faculty Status Committee
General Revenue Budget Advisory Committee
Graduate Council
Honors Council
Library Committee
Parking Committee
Professional Ethics Committee
Reinstatement Committee
Student Code Enforcement and Review Board
University Forum Committee
University Publications Committee
University Union Board

V. GOVERANCE POLICIES

1. Governing Policy for the Regency Universities System of Illinois and Illinois State University Constitution

Governing Policy for the Regency Universities System of Illinois

ARTICLE I.
INTRODUCTION

The laws of the State of Illinois charge the Board of Regents with responsibility to manage, operate, control and maintain the Regency System of Universities and assign to it authority for discharging this responsibility. The universities in the Regency System shall be free standing institutions operating in accordance with the law and policies established by the Board of Regents.

In order to discharge its statutory and other responsibilities to the people of Illinois, the Board of Regents herewith establishes systemic policies intended to encourage and facilitate cooperation among the Board, university faculty and administrative staff, students, civil service staff, and the Board of Regents central staff as they work together to strengthen higher education. Fundamentally, the Board recognizes that the mission of the Universities is to learn, teach, criticize and enlarge what is known; to foster rational and imaginative capabilities in the search for understanding; to bring enlightened and skilled intelligence to bear upon actual and theoretical issues;

and to achieve an increasing level of excellence in the quality of the universities and their work.

The variety and complexity of these tasks impose interdependent relationships between the Board and components of the university community and require approaches that must be pursued jointly and in a spirit of mutual trust. In light of this, the following two premises are recognized as being fundamental to enable the universities to succeed: (1) important areas of action involve, at one time or another, the initiating capacity and decision-making participation of all institutional components, and (2) the level of participation of each component should be determined according to the responsibility that component has in a given area.

General educational policy is shaped by charter or law, tradition, historical development, current societal needs and the professional aspirations and standards of those directly involved. The Board is the final institutional authority and, while maintaining a general overview, entrusts the conduct of administration and management to the president and through him the conduct of teaching and research to the faculty. In order that institutional support may have its fullest possible meaning, significant student participation in decision-making processes should be incorporated within limits of attainable effectiveness.

The Board emphasizes its conviction that free inquiry and discussion, safe-guarded by tenure and academic due process, are basic to the life of the mind which the universities cherish, and that shared responsibility in governing the universities encourages the achievement of sound goals in higher education. The Board provides for the sharing of responsibility for governance of the Regency Universities through its governing policies.

ARTICLE II.
RELATIONSHIPS OF THE BOARD OF REGENTS

Section 1. Relationship to the People of the State of Illinois

The Regency Universities System is part of the comprehensive system of higher education in the State of Illinois with special emphasis in upper-level baccalaureate, post-baccalaureate, professional, and graduate programs. The Board of Regents is responsible to the citizens of the state for encouraging academic excellence, orderly development, and revision in the Regency Universities System.

The Board of Regents and the universities which it governs exist for the benefit of the people. Within the provisions of Illinois law and the evolving Master Plan for Higher Education in Illinois, the objective of the Board of Regents and the universities is to serve the common good in the most constructive and significant way possible.

Section 2. Relationship to the Legislature of the State of Illinois

The Board of Regents is appointed by the Governor of the State of Illinois by and with the advice and consent of the Senate. The Board is directly responsible to the Governor and to the legislature for the management, operation, control and maintenance of the Regency Universities System. The Board is responsible for policies governing the use of all funds.

The Board of Regents will foster the Regency Universities in a manner responsive to the needs of the state and consistent with the intent of the legislature.

Section 3. Relationship to the Board of Higher Education

The statutory task of the Board of Higher Education is to build and coordinate the system of public college and university systems in Illinois. One element within this comprehensive system is the Regency Universities System governed by the Board of Regents. In keeping with Illinois statutes, the Board of Regents works directly with and is represented on the Board of Higher Education. In this relationship, certain actions of the Board of Regents require approval by the Board of Higher Education:

A. Proposals for new units of instruction, research or public service. This requirement includes the establishment of a college, school, division, institute, department or other unit in any field of instruction, research, or public service not theretofore included in the program of the Regency Universities and includes establishment of any new branch or campus. The term new units of instruction does not relate to reasonable and moderate extensions of existing curricula, research or public service programs which have a direct relationship to existing programs.

B. Budget requests for the operation and capital needs of the Regency Universities, which will be submitted in keeping with instructions from the Board of Higher Education.

S. Plans for capital improvements of non-instructional facilities, which include but are not limited to, dormitories, union buildings, residences, fieldhouses, stadia, other recreational facilities and parking facilities.

The Board of Regents endeavors to guide the development of the Regency Universities in cooperation with the Board of Higher Education and other agencies and institutions of higher education.

ARTICLE III.
ORGANIZATION AND OPERATION OF THE BOARD OF REGENTS

In accordance with the Regency Universities Act (Illinois Revised Statutes, Chapter 144, paragraph 301-311), the Board of Regents shall provide for the governance and operation of Regency Universities and for the conduct and operation of the Board itself. The Board will conduct its affairs in accordance with bylaws which it adopts. These bylaws comprise Appendix A of the Governing Policy. They shall be adopted and amended as prescribed in Article V, Section 7.

ARTICLE IV.
THE REGENCY UNIVERSITIES

Section 1. The Universities

The Regency Universities System consists of free-standing, self-governing Universities which operate in accordance with policies established by the Board of Regents. The assignment of new institutions to the system, the definition of their scope and the determination of their general geographical area are responsibilities of the General Assembly and the Board of Higher Education. Decisions concerning site acquisition and development, as well as institutional planning and method of governance, are responsibilities of the Board of Regents.

The Board of Regents charges each president and through him the university community of each Regency University with responsibility for developing an institution devoted to the service of students and society through the pursuit of scholarly and esthetic excellence. The University shall utilize the wisdom and seek the cooperation of all its components in providing educational programs of distinction and in bringing about conditions conducive to outstanding scholarship and teaching.

The Board of Regents charges each university with responsibility for developing and maintaining a constitution consistent with this governing policy and amendments thereof and for governing itself in accordance with that constitution.

As used in this Governing Policy, the word constitution means the basic statement of official university governance policy, whether this statement is designated a constitution or not. Such a constitution or other basic statement shall become effective after its approval at the institutional level in accordance with the appropriate provisions of the university constitution or official university policies and procedures where no constitution exists and after its adoption by the Board of Regents.

Section 2.—The President

A. GENERAL

The President is the Board's executive officer in the University and the chief academic and administrative officer of the institution. The president is accountable to the Board for every aspect of the conduct and development of the University, including the involvement of faculty, students and staff in the internal governance of the University. In those areas where responsibility is shared he ensures effective and broad based participation in the decision-making process of appropriate components of the University (faculty, students and staff). The president shall be elected by the Board and shall serve at its pleasure.

In the selection of a president, the Board, the faculty, the students and the entire University community are concerned. The search for a president shall be conducted by the Board with the participation of the University community. Procedures for securing representation of faculty, students and others, including alumni, in connection with a presidential search shall be stipulated in each university constitution.

B. DUTIES OF THE PRESIDENT

The president is accountable to the Board of Regents for

1. Relations with the Board —

a. Conduct of the University in accordance with the governing policies of the Board of Regents, in accordance with relevant statutes and in accordance with the University constitution.

b. Effective communication between the Board and the University.

c. Preparation of such budgets as may be necessary for proper reporting and planning.

d. Transmission to the Board, with his recommendations, of proposals initiated by his institution.

2. Leadership of the University —

a. Recruitment and retention of an outstanding faculty of scholar-teachers and of outstanding university officers.

b. Development of distinguished educational programs, in acordance with a flexible and evolving master plan for the University.

c. Development of leadership that will result in responsible and effective contributions by the various constituencies in the achievement of the goals of the University.

3. Relations with the Public —

a. Development of rapport between the University and the community in which it is located and the public which it serves.

b. Interpretation to the public of the University and its mission.

Section 3. Academic Freedom

The Regency Universities exist for the common good and not to further the interest of either the individual or the institution as a whole. The common good depends upon the free search for knowledge and its free exposition. Accordingly, the Regency Universities shall ensure that each member of the faculty and student body have freedom in teaching, learning and publication, as well as in the expression of opinion on University affairs.

The Board recognizes a responsibility to protect members of the faculty and student body against forces within and without the University that threaten academic freedom.

Each university constitution shall provide for appropriate procedures to safeguard the academic freedom of all members of the faculty and student body and to investigate alleged violations with a view to redress.

For members of the faculty and student body, academic freedom entails the acceptance of important responsibilities. A member of the faculty or student body has the responsibility to be mindful of fairness and accuracy; to exercise critical self-discipline and judgment in using, extending and transmitting knowledge; and in expressing opinions, to show due respect for the opinions of others.

Each member of the academic community enjoys all the rights, privileges, and responsibilities guaranteed citizens by the constitutions of the United States and the State of Illinois. These freedoms shall not be abridged by the University or the Board. On the other hand, a member of the academic community, when expressing personal views in public, should make every effort to indicate he is not an institutional spokesman.

Section 4. Categories of University Staff

The following categories of University staff shall be established to assist the universities in achieving distinction in their assigned missions. Personnel practices shall ensure freedom from discrimination as to sex, race, creed, national origin, political views or affiliation. Each university constitution may recognize subgroups within the categories and shall specify the rights, privileges and responsibilities of persons in the different categories and subgroups.

A. FACULTY AND ADMINISTRATIVE EMPLOYEES

Faculty and administrative employees shall consist of all faculty — professors, associate professors, assistant professors, instructors and such other persons as may be designated in their appointments as having faculty status — and those administrative and/or professional personnel who are not civil service employees, but who are appointed to their positions by the Regents. Administrators, and appropriate staff members of non-instructional divisions, departments or other service units, may be appointed with faculty status. However, such individuals become eligible for academic rank only upon the recommendation of the academic unit in which such rank is to be held. Tenure applies primarily to faculty appointments. Full time administrative personnel are eligible for tenure only if they hold faculty rank and are recommended for tenure by a department or other academic unit after an evaluation based upon the same rigorous criteria that are applied in faculty tenure decisions. An individual holding faculty rank at the time of assumption of administrative or non-instructional duties may retain such rank and eligibility for promotion and/or tenure. Tenure, if previously granted such administrators shall be retained, however, in such cases the tenure status of the individual shall be reviewed by the appropriate academic unit after either five or six years of administrative service.

B. CIVIL SERVICE EMPLOYEES

Civil service employees shall consist of those Regency system personnel whose employment matters fall within the jurisdiction of the University Civil Service System of Illinois as prescribed by statute.

C. OTHER EMPLOYEES

Other employees, including students, shall be employed in accordance with Board Regulations and institutional policy.

Section 5. Faculty Appointments

A. TENURE

Tenure is an important means of protecting the rights of members of the faculty to freedom of inquiry, research, discourse, teaching, learning and publication.

Tenure entails the faculty member's obligation to strive continuously to improve his competence and to cooperate with his colleagues in an effort to improve the quality of scholarship and teaching done at the institution with which he has chosen to affiliate. The freedom and security provided through academic tenure are fundamental to the success of a university in fulfilling its obligations to faculty members, students and society.

B. GENERAL PROVISIONS

The precise terms and conditions of every appointment shall be stated in writing and shall include a stipulation of whatever final approval is required for the appointment to become effective. The continuation of all appointments shall be con-

tingent upon the availability of appropriated funds.

There shall be three types of full-time appointments for faculty holding academic rank:

1. Tenure appointments shall be for an indefinite term and may be terminated only by (1) retirement, (2) acceptance of resignation, (3) demonstratable financial exigencies, (4) discharge for cause or (5) the reduction or elimination of a department or similar academic unit. Only faculty that hold full-time appointments at the rank or professor, associate professor, or assistant professor shall be eligible for tenure appointments. While a faculty member with the rank of instructor shall not be eligible for tenure, service at that rank shall count toward the probationary time period prior to a tenure decision. No appointment shall entail tenure unless the contract explicitly states this. Tenure cannot be acquired automatically by length of service without action by the University and Board of Regents. Tenure appointments shall be held only in academic departments or similar academic units. The tenured affiliation of a faculty member shall not be transferred from one department or similar academic unit to another except by mutual consent of the faculty member, the departments or academic units involved, the University and the Board of Regents.

Upon the bona fide reduction in or elimination of a department or similar academic unit, the university, as soon as possible after the decision is made to reduce or eliminate the department or similar academic unit, shall give notice to the faculty member being displaced, and shall seek to find an assignment for which the displaced tenured faculty member is, or may become, professionally qualified. Such notice shall be given at least 12 months before the end of the academic year in which the faculty member is to be terminated.

2. Non-tenure appointments shall be for a specified term, renewable for a total of:

a. Not more than seven years if the faculty member has served a probationary period of three years or less as a full-time member of the faculty of one or more institutions of higher education at the rank of instructor or above;

b. Not more than four years if the faculty member has served a probationary period of more than three years as a full-time member of the faculty of one or more institutions of higher education at the rank of instructor or above.

Non-tenure appointments shall guarantee the following dates of notification concerning the University's decision not to renew the appointment: (1) Not later than March 1 of the first academic year of service, if the appointment expires at the end of the year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its terminattion. (2) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its terminations. (3) At least twelve months before the expiration of an appointment after two or more years in the institution. A faculty appointment is deemed to expire on the last day of the calendar month in which the faculty contract ends. The period during which a faculty member is on non-tenure appointment shall be regarded as probationary; at any time during this period the university may offer tenure. Every appointment for a specific term must be accepted by the faculty member with the understanding that such an appointment entails no assurance or implication, except for the provisions for notification set forth above, that it will be renewed or that tenure will be granted. In the event there are insufficient appropriated funds to continue the appointment, notice must be given as soon as possible. Upon bona fide reduction or elimination of a department or similar academic unit, the University, as soon as possible after the decision is made to reduce or eliminate the department or similar academic unit, shall give notice to the faculty member being displaced.

3. Temporary appointments shall be for a specific purpose and for a term appropriate to that purpose. No notice of a decision not to re-appoint is necessary for a faculty member on temporary appointment; the university on the other hand, during any temporary appointment, may offer some other kind of future appointment. Time served on a temporary appointment shall be included in determining the time served as a probationary period prior to a tenure decision, unless the contract for such temporary services contains a specific statement to the contrary.

C. OTHER CONDITIONS OF EMPLOYMENT

Each university constitution shall establish further policies, consistent with high standards widely recognized in the profession, relating to such matters as tenure, non-reappointment and dismissal for cause.

Section 6. Participation in University Governance

In order to promote its responsible self-government, each university shall provide in its constitution for an elected, representative university organization, which shall serve as the primary university body at the institutional level for con-

sultation regarding policy formation. The university constitution may provide for university faculty and administrative staff, student and civil service staff representation on this university body. In the event of serious disagreement between the president and a majority of the members comprising the elected university organization, that organization shall have an opportunity, through a spokesman, to explain its views before the Board at the time the president brings the matter to the Board.

Within the context of the mission of the University the Board recognized that the faculty has primary responsibility in the fundamental areas of curriculum, subject matter and methods of instruction, instructional materials, and research. Faculty recommendations will ordinarily be accepted by the administration and the Board.

The Board recognizes also that faculty judgment must be utilized in the areas of faculty employment and promotion status (appointment, reappointment, non-reappointment, promotion, the offering of tenure and dismissal) and those aspects of student life which relate to the educational process. In such areas, however, budgets, manpower limitations or policies of other bodies having jurisdiction over institutional matters may impose limits on the utilization of faculty advice.

Each university constitution shall provide for faculty participation in:

1. The preparation of university budgets and the determination of the allocation of university resources.

2. The planning and development of campus facilities.

3. The selection of faculty members and officers of administration, including the president of the university.

4. The decisions concerning faculty promotions, tenure, appointments, non-reappointments, dismissals, grievances, salaries and leaves.

5. The development, jointly with students of policies relating to student life and conduct.

6. The establishment of long-range academic plans and priorities for the conduct and development of the university.

Each constitution shall further define responsibilities in: The development of the recommendations for curricula, programs, admissions and academic standards, calendars, graduation requirements, subject matter and methods of instruction, research, and athletic policies. Such recommendations shall be submitted to the president.

Section 7. The Joint University Advisory Committee to the Board of Regents

Each university constitution may provide that the elected representative body of the University elect by and from its own membership five representatives to serve on a Joint University Advisory Committee to the Board of Regents. The terms of office shall be set by the individual universities. These representatives shall be accountable to the elected body of their university. Any other joint agencies which may advise the Board shall be responsible to the Joint University Advisory Committee. Each university constitution may provide for faculty and administrative staff, student and civil service staff representation on this committee.

The Joint University Advisory Committee may attend meetings of the Board of Regents and advise the Board.

The Executive Director of the Board of Regents shall provide liaison between the Board and the Joint University Advisory Committee when the Board is not in session.

Section 8. Students

Free inquiry and free expression are essential attributes of the community of scholars. As members of that community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and respect conditions conducive to the freedom to learn is shared by all members of the academic community.

To these ends each university constitution shall provide means by which students participate in university government and in consultation with faculty and administrative representatives, develop a student code enumerating rights and responsibilities, and judicial machinery for implementing that code and for guaranteeing due process in all disciplinary cases. Students shall be guaranteed freedom from discrimination on the basis of sex, race, creed, national origin, political views or affiliations.

Furthermore, each university constitution shall provide for student participation in such areas as the following:

A. Educational policy — including consideration of such matters as curricula, admissions and graduation requirements and the academic calendar.

B. Extracurricular activities — including the preparation of budget requests for funds for student activities and the programming of cultural events, social affairs and entertainment.

C. Intercollegiate and intramural athletic policy.

D. Selection of a university president and other officers of administration.

E. Evaluation of teaching.

F. Jointly with faculty, the development of policies relating to student life and conduct.

Section 9. The Council of Presidents

To promote cooperation among the Regency Universities, the presidents, other appropriate officials, and the Central Staff are expected to meet periodically and discuss matters of common concern. The Executive Director or any one of the presidents may call such a meeting.

ARTICLE V.
BOARD LEGISLATION

Section 1. Classification of Board Legislation

Legislation by the Board shall be classified as governing policy, bylaws and university constitutions.

Section 2. Governing Policy

Legislation concerning the broad structure and procedures of internal operating organization for all Regency Universities shall be classified as governing policy of the Board of Regents.

From time to time the Board of Regents may adopt supplementary statements concerning the Regency Universities. These statements shall be known as Board Regulations and shall be distributed in writing through the presidents to the academic committees. Board regulations and university constitutions shall be Appendices of the Governing Policy.

Section 3. Bylaws

Legislation concerning the organization, procedures and functions of the Board of Regents itself shall be classified as bylaws of the Board of Regents.

Section 4. University Constitutions

When adopted by the Board of Regents, the document prepared by each Regency University to provide for its internal operating organization within the framework of the governing policy of the Board shall be classified as the university's constitution. The constitution shall become an integral part of the Board's legislation with reference to that university.

Section 5. Reservation of Powers

The Board of Regents is charged by law with full responsibility for governing the universities. Although the Board properly and necessarily delegates authority to designated officers and agencies it cannot divest itself or its ultimate legal responsibility. Accordingly, the Board expressly reserves to itself the power to act on its own initiative in all matters affecting the Regency Universities. The Board will not act upon its own initiative, however, in any matter for which these policies require university participation, without first obtaining the advice and recommendations of the presidents and of the Joint University Advisory Committee. Ordinarily the presidents and the Joint University Advisory Committee will be given an opportunity to consult with colleagues on the campus before giving their advice, if such advice is deemed necessary by either the presidents or the Joint University Advisory Committee.

Section 6. Adoption and Amendment of Governing Policy

A. ADOPTION OF GOVERNING POLICY

The Governing Policy may be adopted at any regular meeting by majority vote of the total membership of the Board, after it has sought the advice and recommendations of the presidents and the Joint University Advisory Committee.

B. AMENDMENT OF GOVERNING POLICY

The Governing Policy may be amended at any regular meeting of the Board by majority vote of the total membership of the Board, provided that notice of the intention to amend the Governing Policy shall have been presented in writing at the regular meeting immediately preceding. Such notice shall provide so far as possible the exact wording of the amendment proposed.

1. Any member of the university communities may propose amendments to the Joint University Advisory Committee and, upon review by the Committee, these proposals shall be presented with the committee's recommendations to the Board of Regents to be considered for adoption.

2. Amendments may also be proposed by members of the Board of Regents, but no such proposal shall be adopted by the Board without seeking the advice and recommendations of the presidents and the Joint University Advisory Committee. Any member of the university communities may submit recommendations concerning proposed amendments.

3. Amendments may also be proposed by presidents of the Regency Universities, but no such proposal shall be adopted by the Board without seeking the advice and recommendations of the Joint University Advisory Committee.

Section 7. Adoption, Review and Amendment of the Bylaws

A. ADOPTION AND REVIEW OF THE BYLAWS

The bylaws of the Board of Regents may be amended at any regular meeting of the Board by majority vote of the total membership of the Board, provided that notice of the intention to

amend the bylaws shall have been presented in writing at the regular meeting immediately preceding. Such notice shall provide as far as possible the exact wording of the amendment proposed.

Section 8. Approval and Amendment of University Constitutions

A. APPROVAL OF UNIVERSITY CONSTITUTIONS

University constitutions may be approved at any regular meeting by majority vote of the total membership of the Board. After approval, the constitutions will continue in effect subject only to such amendments and modifications as provided for below.

B. AMENDMENTS TO UNIVERSITY CONSTITUTIONS

Each university constitution shall stipulate procedures for amendment. After approval of a proposed amendment at the university, the Board at any regular meeting, may approve such amendment by majority vote of the total membership of the Board, provided that notice of the proposed amendment shall have been presented in writing at the regular meeting immediately preceding.

2. ILLINOIS STATE UNIVERSITY CONSTITUTION

PREAMBLE

Illinois State University was established by the Legislature in 1857 as the first public institution of higher education in the State. Today it operates as a free-standing institution governed by the Board of Regents, which has adopted this Constitution to provide for the University's internal organization and governance. The Board and the University are committed to the preservation of academic freedom and to the sharing of governance among the students, faculty, and staff who comprise the University community. The University affirms its dedication to the teaching-learning process through which it serves its students, the body of scholars, and the general public.

ARTICLE I. EXTERNAL GOVERNANCE AND THE UNIVERSITY COMMUNITY

Section 1. External Governance

The Illinois General Assembly, representing the people of the State, exercises ultimate control over Illinois State University by virtue of its authority to enact and amend laws pertaining to the University and to appropriate funds for the continued operation and expansion of the University.

The Board of Regents, established by law and appointed by the Governor by and with the advice and consent of the Illinois Senate, is directly responsible to the Governor and the General Assembly for the management, operation, control, and maintenance of the Regency University System. The powers and duties of then Board of Regents are detailed in the GOVERNING POLICY FOR THE REGENCY UNIVERSITIES OF THE STATE OF ILLINOIS. The Board of Regents is responsible for the governing of the University, but it may properly delegate authority with commensurate responsibility to the President of the University and to the Academic Senate. While it cannot divest itself of ultimate responsibility and reserves to itself the power to act on its own initiative in all matters affecting the University, the Board will not act on any matter for which its governing policies call for participation of the University community without first obtaining its advice and recommendations. On Regency-wide matters such advice shall be obtained through the Joint University Advisory Committee and the President. On matters directed specifically at this institution, such advice shall be obtained through a representative of the Academic Senate and the President. When acting on curriculum, subject matter and methods of instruction, instructional materials, and research, the Board will accept and ordinarily follow the advice of the Academic Senate as transmitted to it by the President.

The Board of Higher Education exists to facilitate the coordination of the total higher educational system in Illinois. It is authorized to approve or disapprove proposals of major new academic programs and units of instruction. It is directed to analyze and make recommendations to the Governor, the Legislature, and the public regarding institutional requests for operating and capital funds, as prepared by the University and recommended by the Board of Regents.

Within the framework of statutory provisions of the State of Illinois, with the approval of the Board of Higher Education where applicable, and with the approval of the Board of Regents, Illinois State University is charged with the responsibility of providing quality higher education programs involving teaching, research, and public service responsive to the needs of the State and the people of Illinois. In fulfilling its assigned mission, the University shall be governed and will operate within the framework of this Constitution including such by-laws and legislation as are later adopted by the Academic Senate. This Constitution is a self-standing but inseparable part of the GOVERNING POLICY FOR THE REGENCY UNIVERSITIES OF THE STATE OF ILLINOIS.

Section 2. University Community Membership

The University community shall include faculty and administrative employees, students, civil service, and other employees as herein defined. The academic community shall include students and faculty. The University shall maintain personnel files adequate to provide at any time an accurate listing of persons as defined.

A. STUDENTS

Any person admitted to the University who is currently enrolled for University academic credit shall be defined as a student.

B. STAFF

Staff shall be divided into the following categories:

1. Faculty and Administrative Employees

a. Faculty Members

Any person appointed to a university position at the rank of professor, associate professor, assistant professor, instructor, and any other person whose appointment designates him as a faculty member, shall be defined as a faculty member.

b. Administration Employees

Any person with a University administrative and non-instructional position and who has been appointed to the position by the Board of Regents shall be defined as an administrative employee. Such persons may hold faculty rank at the same time.

2. Civil Service Employees

Any person employed by the University in a classified Civil Service position shall be defined as a Civil Service staff member.

3. Other Employees

Any person, including students, employed by the University in a position other than one described above shall be considered as belonging to the classification of Other Employees.

ARTICLE II.
STUDENTS

Section 1. Student Rights and Responsibilities

A. STUDENT RIGHTS

Among the goals of the University are the transmission of knowledge, the pursuit of truth, the development of its members, and improvement of the general well-being of society. Academic freedom in the form of freedom of inquiry and freedom of expression is indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The standards of academic freedom of students detailed in this article are essential to any community of scholars. Student freedom to learn and faculty freedom to teach are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. University students are expected to exercise their freedom with responsibility, but their responsibility to secure and respect students' freedom to learn is shared by all members of the University community.

B. STUDENT RESPONSIBILITIES

The academic community requires a system of order to support the educational process which is the purpose of the University. Preservation of the system of order depends on the individuals who make up the group. Implicit in the community's recognition of the rights of the student is his obligation to accept his responsibilities toward the community.

1. The student's primary responsibility is to advance his own education.

2. The student's obligation to his fellow students requires conduct which shows his respect for the opinions and rights of all. In seeking to effect change, he relies on reasoned argument and utilizes procedures which do not interfere with the opportunity of other students to pursue their education.

3. The students' responsibilities toward his instructors include the obligation to fulfill assignments, to participate in discussion and other activities, to increase his scholarly competence in the discipline being studied, and to work creatively and independently. Through fairness and courtesy, he invites respect for himself and the entire student community.

4. The student's obligation to his University is to be an effective participant in the teaching-learning process. He observes the rules of the University, yet guards his right to criticize. He speaks or acts on his own behalf, not as a representative of the University. He accepts his share of responsibility for University governance.

5. The student's responsibility to the community beyond the University is to be a good citizen. While recognizing that complying with laws and rules cannot of itself make men good, students should obey national, state, and local laws. If the processes of the law have been exhausted without achieving substantial justice, then those who have violated the law in the name of justice must be prepared to accept the consequence of their violation.

Section 2. Student Admission Policy

Admission to Illinois State University shall not be denied because of sex, race, religion, political views or affiliations, or national origin. Within the limits of its facilities, admission to the Uni-

versity shall be open to all students who are qualified according to its clearly and publicly stated admission standards.

Section 3. Classroom Relationships

A. PROTECTION OF FREEDOM OF EXPRESSION

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression.

B. PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION

Students shall have the protection through established procedures against prejudiced or capricious academic evaluation. Students' performance shall be evaluated in a course solely on the basis of success in meeting reasonable standards established and communicated by the instructor for that course. When called upon to evaluate faculty, students are under an obligation to evaluate with the same degree of fairness to which they are entitled as students.

C. PROTECTION AGAINST IMPROPER DISCLOSURE

While judgments of an individual student's ability and character may be provided under appropriate circumstances, information about student views, beliefs, and political associations which members of the academic community acquire in the course of their work as instructors, administrators, advisers, and counselors shall be considered confidential. Improper disclosure of such confidential information about students shall be considered a breach of professional ethics. The Senate shall recommend policy concerning student permanent educational records and student disciplinary records which shall specify the conditions of disclosure of information contained in these records.

Section 4. Student Activities and Affairs

A. FREEDOM OF ASSOCIATION

Students are free to organize and join associations to promote their common interests.

B. FREEDOM OF INQUIRY AND EXPRESSION

Students are entitled to academic freedom as it relates to student activities as well as in the classroom.

1. Students individually and collectively are free to examine and to discuss all questions of interest to them including questions relating to University policies and to express opinions publicly and privately. They are free to support causes by an orderly means which do not disrupt the operations of the University. They may participate, through regularly established channels, in the formulation and application of the regulations which govern them. It shall be understood and made clear to the University and larger community that in their public statements or demonstrations students or groups of students speak only for themselves and not the total University community.

2. Students shall be allowed to invite and hear any person of their own choosing. Routine procedures required by the University before a guest speaker is invited to appear on campus shall be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is to be conducted in a manner appropriate to an academic community. It shall be made clear to University and larger community that the presence of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the University.

C. STUDENT PARTICIPATION IN ACADEMIC GOVERNANCE

As constituents of the Academic community, student members shall be free to express their views on issues of institutional policy and on matters of special interest to the students. Students shall be provided a voice in the formulation of University policy by representation on the Academic Senate.

D. STUDENT COMMUNICATIONS MEDIA

The Academic Senate shall recommend policy concerning the principles and procedures governing student publications and other communications media. Editorial freedom shall be guaranteed to all student publications and other communications media.

Section 5. Student Citizenship

A. STUDENT EXERCISE OF RIGHTS OF CITIZENSHIP

University students enjoy the same freedom of speech, peaceful assembly, and right to petition that any other citizen enjoys. As members of the academic community, they are subject to the special responsibilities of the student. Faculty members and administrative officials shall not employ institutional powers to inhibit such intellectual and personal development of students as may be promoted by the exercise of their rights of citizenship both on and off campus.

B. UNIVERSITY AUTHORITY AND CIVIL PENALTIES

At all times and places a student is subject to public laws. In addition, University regulations apply to a student whenever he is on University property. The University assesses penalties only for violation of its own regulations.

Section 6. Student Code and Procedural Standards in Disciplinary Proceedings

Recognizing its obligations to formulate and communicate clearly and in advance standards of behavior which are considered essential to its educational mission and community life, the University shall publish a student code which shall be reviewed periodically by the Academic Senate and made available to all students.

ARTICLE III. FACULTY

Section 1. Faculty Rights and Responsibilities

A. FACULTY RIGHTS

It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication and to protect any member of the academic community against influences, from within or without the University, which would restrict him in the exercise of these freedoms. The University exists for the common good and not for the promotion of the narrow interests of a segment of the faculty, the institution as such, or any given orthodoxy of content or method. Academic freedom in research is essential to the advancement of knowledge; academic freedom in teaching is fundamental to the advancement of learning. It carries with it responsibilities correlative with rights. A concomitant of academic freedom is the faculty's adherence to standards of professional ethics which define its highest ideals of conduct.

B. FACULTY RESPONSIBILITIES

The faculty member, guided by a deep conviction of the worth and dignity of his service to the advancement of knowledge, recognizes the special responsibilities placed upon him. He accepts the obligation to exercise critical self-discipline and judgment in gathering information, in using it, and in transmitting it.

1. The faculty member's primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies in developing and improving his scholarly competence. He practices intellectual honesty and avoids irrelevancy. He avoids conflict of interest that may restrict his freedom of inquiry and teaching.

2. The faculty member's responsibility to his students is to teach them according to the best scholarly standards of his discipline. By rigorous self-scrutiny, by fairness and courtesy, and by attention to the details of his professional conduct, he strives for a deportment that will invite respect for himself and his profession. In his teaching he maintains an atmosphere of free and unhampered inquiry, and he encourages independence and originality of thought. He adheres closely to his role as intellectual guide and counselor, avoids exploitation of students for his private advantage, acknowledges significant assistance from students, and protects student academic freedom.

3. The faculty member's obligations to his professional colleagues derive from common membership in the community of scholars. He seeks to be supportive in his diverse relations with colleagues. In exchange of criticism and ideas he shows respect for the opinions of others. He acknowledges his academic debts and his professional judgments of colleagues are impartial. He accepts his share of faculty responsibility for University governance.

4. The faculty member's chief obligation to this University is to be an effective teacher and scholar. He observes stated rules and regulations of the University, yet guards rigorously his right of criticism. When he speaks or acts as a private person, he avoids creating the impression that he speaks or acts for his department, college, or the University. He determines the amount and character of work he does outside the University with due regard to his paramount responsibilities within the institution and in case it is for remuneration, with the knowledge of the University. When considering the interruption or termination of his service, he weighs the effect of his decision upon the academic program of the University.

5. The faculty member's obligations to the community, like his rights within the community, cannot be less than those of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, and to his University. As a citizen engaged in a profession that depends upon freedom, the professor has a special obligation to promote conditions of free inquiry and to further, in the civil community, the understanding of academic freedom.

Section 2. Terms and Conditions of Faculty Appointments

A. STATEMENT OF TERMS OF APPOINTMENT

The precise terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions of an appointment, and any special understandings, or any requirements for notice incumbent upon either party, will be stated or confirmed in writing and a copy will be given to the faculty member. Except for faculty members who have achieved tenure status, every person with a teaching or research appointment of any kind will be informed each year in writing of his appointment and of all matters relative to his eligibility for tenure. All appointments shall include a stipulation of whatever final approval is required for the appointment to become effective.

B. TYPES OF FACULTY APPOINTMENTS

All full-time appointments for faculty holding academic rank shall be one of three types: 1) tenure appointments, 2) non-tenure appointments, or 3) temporary appointments. The continuation of all appointments shall be contingent upon the availability of appropriated funds.

1. Tenure appointments shall be for an indefinite term and may be terminated only by (1) retirement, (2) acceptance of resignation, (3) demonstrable financial exigencies, (4) discharge for cause, or (5) the reduction or elimination of a department or program. No appointment shall entail tenure unless the appointment explicitly so states.

2. Non-tenure appointments shall be for a specified term. They are renewable for a total of not more than seven years if the faculty member has served a probationary period of three years or less as a full-time member of the faculty of another institution of higher education, and are for a total of not more than four years if the faculty member has served a probationary period of four years or more as a full-time member of the faculty of another institution of higher education. Time spent on leave of absence will not count as probationary period service, unless the individual faculty member and the University agree to the contrary at the time the leave is granted. Regardless of the stated term or other provisions of an apointment, non-tenure appointments shall guarantee the following dates of notification concerning the University's decision not to renew the appointment: 1) not later than March 1 of the first academic year of service,, if the appointment expires at the end of the year, at least three months in advance of its termination; 2) not later than December 15 of the second year of academic service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during the academic year, at least six months in advance of its termination; and 3) at least twelve months before the expiration of an appointment after two or more years in the institution. The period during which a faculty member is on non-tenure appointment shall be regarded as probationary; at any time during this period the University may offer tenure. Every appointment for a specific term must be accepted by the faculty member with the understanding that such an appointment entails no assurance or implication, except for the provisions for notification set forth above, that it will be renewed or that tenure will be granted.

3. Temporary appointments shall be for a specific purpose and for a term apropriate to that purpose. Notice of a decision not to reappoint is unnecessary for a faculty member on temporary appointment; the University, however, may offer to renew a temporary appointment for a period not to exceed seven years or to offer a non-tenure appointment to a faculty member on temporary appointment; and in such a circumstance service in a temporary appointment shall count toward tenure in the probationary period

C. Appointments to a faculty position at Illinois State University shall be made without regard to race, religion, sex, political views or affiliations, or national origin.

D. The University shall notify tenure and non-tenure faculty members of their ratings and recommendations of the non-financial terms and conditions of their renewals by April 15. Notification of the financial terms shall be made as soon as possible after the University's budget has been approved by the appropriate state agencies.

Section 3. Academic Freedom and Tenure

A. ACADEMIC FREEDOM

All members of the faculty have academic freedom in conformance with nationally recognized standards. Dismissal of a faculty member with tenure at any time and of a faculty member on probationary or temporary appointment before the end of the specified term of appointment shall be in substantial conformity with the procedure for handling faculty academic freedom and tenure cases in the By-Laws of the Academic Senate as provided for in Section 5 hereof. If a faculty member on probationary or temporary appointment alleges that considerations violative of academic freedom significantly contributed to a decision not to reappoint him, the case shall be considered in accordance with the procedure for handling faculty academic freedom and tenure cases in the By-Laws of the Academic Senate as provided for in Section 5 hereof.

B. FACULTY TENURE

Tenure status confers on its holder: (1) protection against arbitrary dismissal through abrogation of his freedom in teaching, research, and in extramural activity, and (2) a sufficient degree of economic security to make the profession of college teaching attractive to men and women of ability. Freedom and economic security are indispensable to the success of the University in fulfilling its obligations to its faculty members and students and to society. After the expiration of a successful probationary period faculty shall have permanent or continuous tenure under the terms and conditions set forth in Section 2 of this Article.

No administrative assignment, including that of department chairman or head, entails tenure. All persons serve in administrative posts at the pleasure of the President. While serving in an administrative post, however, a person shall not sacrifice the rank and tenure he held as a faculty

member. Upon leaving an administrative post and provided that he is deemed qualified by his department, a faculty member with tenure may resume a teaching-research faculty position in the department where he holds rank. Upon the recommendation of an academic department for good reasons stated in writing, the President may recommend to the Board of Regents that a new faculty appointment at either of the two higher professional ranks be made with tenure.

Section 4. Termination of Faculty Appointments

A. TERMINATION OF APPOINTMENT BY THE FACULTY MEMBER

A faculty member may terminate his appointment effective at the end of an academic year, provided that he gives notice in writing at the earliest possible opportunity, but not later than May 15, or thirty days after receiving notification of his appointment for the coming year, whichever date occurs later. A faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial professional advancement or other opportunity.

B. TERMINATION OF APPOINTMENT BY THE UNIVERSITY

Termination by the University of a faculty member's appointment shall be accomplished only under the following conditions:

1. Termination of a tenure appointment, or of a probationary or temporary appointment before the end of a specified term, may be effected by the University for adequate cause. Cause for dismissal shall be related, directly and substantially, to the fitness of a faculty member in his professional capacity as a teacher or researcher, and may be deemed to exist when a faculty member can no longer be relied upon to perform his University duties and functions in a manner consonant with professional standards. These standards are set forth in Section 1 of this Article and in legislation enacted by the Academic Senate. If termination takes the form of dismissal, it shall be pursuant to the procedures specified in Section 5 of this article.

2. Where termination of appointment is based upon demonstrable financial exigency, or **bona fide** reduction or elimination of a program or department, Section 5 will not apply, but faculty members shall be able to have the issue reviewed by the Academic Senate, the President, or both. In all cases the faculty member being displaced will be given notice as soon as possible after the decision to reduce or eliminate has been made. Such notice shall be given to tenured faculty at least twelve months before the end of the academic year in which the faculty member is to be terminated. Notice for non-tenure appointments shall be given according to the dates established in Article III, Section 2 B 2. Before termination an appointment because of the **bona fide** reduction or elimination of a program or department, the University will make every effort to place the affected faculty member in another suitable position or one in which he may become professionally qualified. If an appointment is terminated before the end of a period of appointment, because of demonstrable financial exigency, or because of the **bona fide** reduction or elimination of a program or department, the released faculty member's position will not be filled by a replacement within a period of two years, unless the replaced faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

3. Termination for medical reasons for a tenured appointment, or a non-tenured appointment before the end of the period of appointment, will be based on clear and convincing medical evidence which shall, if the faculty member so requests, be reviewed by the Academic Freedom and Tenure Committee before a final decision is made by the Board of Regents on the recommendation of the President.

Section 5.—Procedural Standards in Faculty Grievance and Academic Freedom and Tenure Proceedings

A. FACULTY GRIEVANCE PROCEDURES

The Academic Senate shall adopt legislation which shall provide for a Faculty Grievance Committee. This committee shall consider grievances which are not related to the Faculty Status Committee or the Academic Freedom and Tenure Committee. The Academic Senate shall provide for faculty grievance procedures which conform to nationally recognized standards.

B. FACULTY ACADEMIC FREEDOM AND TENURE PROCEDURES

The Academic Senate shall adopt By-Laws which shall provide for an Academic Freedom and Tenure Committee constituted of faculty members with tenure and elected by the Academic Senate. The Academic Senate shall adopt a procedure for handling faculty Academic Freedom and Tenure cases, including dismissal cases, which guarantee academic due process and which conform to nationally recognized standards.

Section 6. Faculty Activities and Affairs

A. FACULTY PARTICIPATION IN ACADEMIC GOVERNANCE

As constituents of the academic community, faculty members shall be free to express their views on issues of institutional policy and on matters of special interest to the faculty. Faculty members shall be provided a voice in the formulation of

University policy by representation on the Academic Senate.

B. FACULTY MEETINGS

The President shall convene a meeting of the faculty at least once each academic term, and shall chair such faculty meetings. In his absence, the Provost presides. The Secretary and Parliamentarian of the Academic Senate serve the same offices for meetings of the faculty. A special meeting of the faculty shall also be convened at any time the President or the academic dean so designates, or upon petition of ten per cent of the voting members of the faculty. Except in case of emergency declared by the President, or in his absence the academic dean, each member of the faculty shall be notified by mail at least one week in advance of a regular or special meeting of the faculty, together with an agenda. Ten per cent of the voting members of the faculty constitutes a quorum for a faculty meeting. At least once each year at appropriate time, the President and the academic dean shall report to the faculty on the "State of the University." The faculty at any meeting may take action advisory to any committee of the University, the Academic Senate, the President, or the Board of Regents, but legislative authority shall be exercised or delegated only by the Academic Senate.

C. FACULTY STATUS COMMITTEE

The Academic Senate shall adopt legislation which shall provide for a Faculty Status Committee, consisting of faculty members. Detailed policy recommendations as to the handling of faculty appointment, promotion, salary, and tenure matters shall be approved by the Academic Senate. Specific appointment, promotion, salary, and tenure recommendations from the Faculty Status Committee shall be reviewed by the faculty members of the Academic Senate and forwarded to the President.

D. FACULTY POLITICAL ACTIVITIES

Faculty members, as citizens, are free to engage in political activities. When necessary on timely application, and for a reasonable period of time, leaves of absence may be given for the duration of an election campaign or a term of office. The terms of such a leave shall be set forth in writing, and the leave will not affect unfavorably the tenure status of a faculty member, except that time spent on such leave will not count as probationary service unless otherwise agreed to.

E. SABBATICAL LEAVE AND LEAVE POLICY

The bylaws of the Academic Senate shall provide for faculty participation in the formulation of policies on sabbatical and other forms of faculty leave.

ARTICLE IV. ADMINISTRATION AND ACADEMIC ORGANIZATION

Section 1. University President

A. PRESIDENTIAL RESPONSIBILITIES

The President is the chief academic and administrative officer of the University, the Executive Officer of the Board of Regents in the University, and the principal intermediary between the University and its Board. The President is accountable to the Board for every aspect of the conduct and development of the University over which he has authority. The President shall serve at the pleasure of the Board and shall be accountable to it for the following:

1. Conduct of the University in accordance with the GOVERNING POLICY FOR THE REGENCY UNIVERSITIES, relevant statutes, and the provisions of this Constitution.
2. Implementation of protections afforded faculty and administrators, students, civil service and other employees in this constitution and provision of administrative structures to serve those needs.
3. Effective communication between the Board of Regents and the University community.
4. Preparation of University budgets as may be necessary for proper planning and reporting.
5. Transmission to the Board, with his recommendations, or proposals initiated within the University, including actions of the Academic Senate.
6. Recruitment and retention of a competent faculty of scholar-teachers and administrators.
7. Development of educational programs, in accordance with a flexible and evolving academic master plan for the University.
8. Development of democratic leadership within the University community.
9. Development of rapport between the University and the community in which it is located.
10. Interpretation to the public of the University and its mission.

B. SELECTION OF UNIVERSITY PRESIDENT

A new President shall be elected in accordance with the GOVERNING POLICY FOR THE REGENCY UNIVERSITIES. When a vacancy shall be declared to exist, a Presidential Selection Committee shall be constituted by the Board of Regents to include members of the Board and members of the University community designated by the Academic Senate. The Academic Senate may recommend to the Board specific procedures with respect to the Presidential selection process.

Section 2. University Administration Organization

A. ORGANIZATIONAL STRUCTURE OF ADMINISTRATION

The President is responsible for developing,

maintaining, and explaining a viable organizational structure of University administration including the designation of administrative positions and the responsibilities of administrative officers. He shall inform and may seek the advice of the Executive Committee of the Academic Senate regarding changes in administrative positions or functions, but shall be obligated to inform and seek the advice of the Academic Senate before effecting a major change in the structure of administration.

B. FACULTY-STUDENT PARTICIPATION IN SELECTION OF ADMINISTRATORS

While the President shall be responsible for the nomination of all administrative officers to the Board of Regents, faculty members and students shall be involved in the selection process of administrators. The Academic Senate shall recommend procedures for the selection and appointment of administrators.

Section 3. Professional and Civil Service Staff

A. PROFESSIONAL EMPLOYEES

Professional employees provide services to the University which contribute to the educational institution. While administrative employees without faculty rank serve at the pleasure of the President, they are entitled to annual contracts which shall not be terminated during the term of the contract except by action of the Board of Regents and for reasons stated in writing involving inadequate performance of duty or unavailability of appropriated funds. Further, they may reasonably expect annual reappointment as long as a valid need exists for their services and their duty record is satisfactory. If the Professional Employees elect to do so, they may organize Councils with appropriate By-Laws.

B. CIVIL SERVICE STAFF

Civil Service Staff members contribute essential supportive services to the administration, faculty, and students of the University. All members of the civil service staff of the University shall enjoy the protection and guarantees of the Illinois Civil Service Code. Further, if the civil service staff elects to do so, it may organize a University Civil Service Council with appropriate By-Laws.

Section 4. University Academic Organization

A. ACADEMIC ORGANIZATION AND SELF-GOVERNANCE

The Provost, in consultation with the President and with the advice of the Academic Senate, is responsible for developing and maintaining a viable academic organizational structure including academic units (departments, colleges, or other such units) of instruction, research, or public service.

He shall inform and seek the advice of the Academic Senate before effecting a reorganization or change in the academic organization of the University, including the establishment or abolition of any academic unit. Each academic unit of the University shall be entitled to exercise a degree of self government which does not infringe upon other academic units.

The governance process of each academic unit shall include provisions for faculty and student participation. Such governance units shall be established for the purpose of advising the unit administrator.

B. COLLEGES AND THEIR ACADEMIC UNITS

Each college of the University shall formulate and adopt By-Laws providing for the governance of the college and its departments or other academic units. After being adopted by a majority vote of the faculty members of the college participating in the election, College By-Laws shall be subject to approval by the Academic Senate. College By-Laws shall provide for the following:

1. Method of formulating college policy and advising the dean of the college either through an elected college council or by college faculty meetings.
2. A provision for periodic meetings of the college faculty.
3. Procedures for the college council to handle curriculum and appointment - promotion - tenure matters or for college committees on curriculum, appointment-promotion-tenure, and for the other committees as necessary.
4. Guidelines within which departments shall provide for their own governance.
5. A procedure for the selection of department chairmen or heads and for periodic evaluation of academic units.
6. Appropriate representative student participation in college and department affairs.

C. GRADUATE SCHOOL

The Dean of the Graduate School shall have primary responsibility for developing and maintaining a viable graduate academic program. The Graduate School shall formulate and adopt By-Laws providing for an elected Graduate Council responsible for formulating Graduate School policy and advising the Graduate Dean. The By-Laws of the Graduate School shall be subject to approval by the Academic Senate after being adopted by a majority vote of the graduate faculty members participating in the election.

D. ACADEMIC PROGRAMS

The Provost with the assistance of the Academic Planning Committee shall be responsible for formulating and periodically reviewing an Academic Plan for the University which charts the directions of future academic plans and programs.

The Provost, with the participation of the Dean of the Graduate School where graduate programs are involved, shall assist and encourage academic units in the development of plans and proposals to fulfill the objectives of the academic plan. The establishment of new academic programs, disestablishment of existing academic programs, or changes in existing academic programs shall follow procedures established by the Academic Senate. In order to insure that the academic programs of the University remain viable, the academic dean shall require their periodic review.

ARTICLE V.
ACADEMIC GOVERNANCE

Section 1. Academic Senate

The primary governing body at Illinois State University shall be the Academic Senate which shall provide for faculty and student participation in academic governance. The Academic Senate shall have an Executive Committee.

A. MEMBERSHIP

The Academic Senate shall include elected representatives in the ratio of three faculty to two students. The membership of the Academic Senate shall consist of twenty-seven elected faculty members, eighteen elected student members, the President of the University, the Provost, the Dean of Student Services, the Dean or Director of Administrative Services, and the President of the Student Body. To be eligible to serve as a member of the Senate, an undergraduate student shall have been enrolled in the University one full academic term prior to his election and be registered as a full-time student, and a graduate student shall be currently enrolled in graduate school. To be eligible to serve as a member of the Academic Senate, a faculty member shall have been a faculty member at the University one full academic term prior to his election, and hold a full-time appointment to the rank of instructor, assistant professor, associate professor, or professor. A member of the faculty who has an administrative appointment, other than as a department chairman or head, is not eligible for election to the Academic Senate.

B. ELECTIONS

The Academic Senate shall have an Election Committee. The Senate shall approve rules for the conduct of elections of representatives which shall conform to the folowing provisions:

1. All students and faculty as defined in Article I shall be eligible to vote in the election of student and faculty representatives to the Academic Senate, but student representatives shall be elected by students and faculty representatives by faculty members.

2. Faculty representatives shall be elected in proportion to the number of faculty members in each College of the University. Each College shall have at least one representative on the Academic Senate. The Election Committee shall reapportion seats at least every two years. Each College Council or faculty of the College in a case where a College Council does not exist shall determine the method of nomination and election of its representatives to the Academic Senate. Provisions shall be made for nomination by petition.

3. Undergraduate student representatives shall be elected by undergraduate students from units defined in the election rules. Graduate student representatives shall be elected by graduate students. The ratio of graduate to undergraduate students shall be in proportion to their current enrollment.

4. Faculty representatives shall serve three-year terms except that in the first regular election the terms will be staggered for one, two, and three years. Student representatives shall serve one or two-year terms as specified in the election rules.

C. OFFICERS

The officers of the Academic Senate shall include a chairman, vice-chairman, and a secretary.

1. The chairman, vice-chairman, and secretary of the Senate shall be elected annually by and from the Academic Senate. The chairman and secretary of the Senate shall be faculty representatives. In the absence of the chairman, the vice-chairman shall assume the functions of the chairman.

2. The chairman of the Academic Senate shall designate a parliamentarian to serve at his pleasure.

D. MEETINGS

The Academic Senate shall meet at least once each month. A quorum shall consist of a majority of the membership. The Chairman of the Senate may convene a special session of the Academic Senate when necessary and shall be obliged to call a special meeting when requested to do so by the Executive Committee, the President of the University, or in his absence the Provost, or a petition signed by one-fifth of the members of the Academic Senate. The agenda for meetings of the Academic Senate shall be determined by the Executive Committee.

E. FUNCTIONS

Within the limits established by legislative statute and the authority delegated thereby to the Board of Higher Education and the Board of Regents, the Academic Senate shall be the primary body to determine educational policy of the University and to advise the President on its implementation. In the performance of these functions

the Senate shall provide the method by which members of the academic community shall be involved in exercising authority to:

1. (Determine) policy for the admission of students to the University.
2. (Determine) policy for degree requirements, and the procedures for inaugurating, changing, or terminating degree programs.
3. (Determine) policy for the annual calendar of the University.
4. (Determine) policy for the adoption and enforcement of standards of educational and academic conduct common to all elements of the University community.
5. (Determine) policy for intercollegiate programs and activities.
6. (Determine) policy with respect to student life and conduct.
7. (Determine) policy for the evaluation of faculty members including academic administrators in connection with their appointment, promotion, remuneration and retention.
8. (Determine) policy to insure the protection of the rights and privileges of the various elements of the academic community, and establish procedures for the hearing of grievances.
9. (Determine) policy and act on reports of standing and ad hoc committees of the Academic Senate. Standing Committees shall be established by the By-Laws of the Senate which shall delineate the composition of and the procedures of each committee.
10. (Determine) patterns of academic community self-government by exercising its authority to delegate responsibility to colleges or departments or committees.
11. Participate in the formulation of capital and operating budgets and requests to be submitted to the Board of Regents.
12. Participate in the formulation of long-range academic plans including those to be submitted to the Board of Regents.
13. Participate in the formulation of long-range plans for campus buildings and physical facilities.
14. Participate in the formulation of the academic and administrative structure of the University.
15. Participate in selecting the President of the University, the principal officers of the administration, and membership of appointive committees.
16. Advise the President on any matter, at his request or on the initiative of the Senate.
17. Participate in the formulation of policies governing the terms under which individuals can use University facilities for out-of-class activities.

Section 2. Executive Committee

The Executive Committee of the Academic Senate shall be established by the Senate to expedite the business of University governance. Any action of the Executive Committee shall be subject to review and confirmation by the Academic Senate.

A. MEMBERSHIP

The Executive Committee shall consist of the President of the University, six faculty members and four students. The faculty and student members shall consist of the Chairman, Vice Chairman, and Secretary of the Academic Senate, the President of the Student Body, and six members elected annually by and from the Academic Senate.

B. OFFICERS

The chairman of the Academic Senate shall function as the Chairman of the Executive Committee and shall preside over its meetings. In the absence of the Chairman, the Vice Chairman shall assume the functions of the Chairman. The Secretary of the Academic Senate shall serve as the Secretary of the Executive Committee.

C. MEETINGS

The Executive Committee shall meet regularly, and its meetings shall be open to all members of the University community. A quorum shall consist of a majority of the membership. Any member of the Academic Senate may request floor but not voting privileges at meetings of the Executive Committee. Any student or any member of the faculty or administration may submit in writing agenda items which shall be considered by the Executive Committee. The Executive Committee may include such items on the agenda to the Academic Senate or may recommend consideration of the matter of the appropriate University board, committee, or administrative officer. The Chairman of the Academic Senate or the President of the University may convene a special meeting of the Executive Committee when necessary.

D. FUNCTIONS

The Executive Committee of the Academic Senate shall serve to expedite the business of University governance by establishing the place and time and agenda for all meetings of the Academic Senate, by recommending faculty and students and administration members of all University committees which are subject to review and confirmation by the Academic Senate, by recommending items for consideration of many University committee and by performing any other duties assigned to it by resolution of the Academic Senate.

Section 3. Joint University Advisory Committee To The Board of Regents

The Academic Senate shall elect from its mem-

bership five representatives to serve on the Joint University Advisory Committee to the Board of Regents. Four members shall be representatives of the faculty who shall be elected for staggered three-year terms. One member shall be a student representative elected annually.

ARTICLE VI.
LEGISLATION AND BY-LAWS AND AMENDMENTS

Section 1. Definitions

A. LEGISLATION

Legislation is defined as a written policy statement enacted by the Academic Senate.

B. BY-LAWS

By-Laws are defined as rules and regulations governing the structure, procedures, and functions of a University organization. (By-Laws called for by this Constitution, including the By-Laws of the Academic Senate and of each school and college of the University, shall be approved by the Academic Senate.) By-Laws of the professional and civil service staff councils, including changes, shall be approved by the President of the University.

C. AMENDMENTS

Amendments are defined as changes in either this Constitution or in the By-Laws for which it provides. All amendments to By-Laws shall be subject to the approval of the Academic Senate.

Section 2. Amendments to the Constitution

Amendments to the Constitution of Illinois State University may be initiated by a petition signed by two per cent of the students currently enrolled in the University or ten per cent of the faculty of the University or by a petition signed by five members of the Academic Senate. Proposed amendments shall be submitted at a regular meeting of the Academic Senate, be distributed in the Senate minutes, and be voted upon at a regular Senate meeting following distribution of the minutes. If the Academic Senate shall approve the amendment by a two-thirds vote of its members the amendment shall be transmitted to the Board of Regents for approval, unless within ten days of its promulgation a petition signed by ten per cent of the students currently enrolled in the University or ten per cent of the faculty of the University shall call for a referendum. All students and all faculty are entitled to vote in a referendum. An amendment approved by a majority of both the student and faculty members voting, and by the Board of Regents shall become part of this Constitution.

Section 3. Implementation of the Constitution

This Constitution shall become effective after it is approved by a referendum in which all students and all faculty of the University are entitled to vote. In order to be adopted, this Constitution must be approved in a referendum by a majority of votes cast by the faculty and by a majority of votes cast by the students and by the Board of Regents. The initial election of student representatives to the Academic Senate shall conform to the election procedures established by this Constitution and shall be implemented by the existing Student Senate. The initial election of faculty representatives to the Academic Senate shall conform to the election procedures established by the Constitution and shall be implemented by the existing University Council. The initial election shall be conducted within four months after adoption of the Constitution by the Board of Regents. All persons initially elected to the Academic Senate shall serve until the beginning of the spring semester of the succeeding year. During their term of office, the members of the initial Academic Senate shall adopt legislation pertaining to election procedures. Vacancies occurring in the membership of the initial Academic Senate shall be filled in a manner determined by the Academic Senate. Present University policies shall continue in effect until such time as they are changed or confirmed by the Senate. Existing committees shall continue to function until the By-Laws of the Academic Senate are approved.

—Approved in University Referendum December 3, 1969

—Approved by Board of Regents February 1, 1970

Amendments

Article III, Sections 3 and 5

—Approved by Academic Senate July 15, 1970

—Approved by Board of Regents February 21, 1971

Article I, Sections 1 and 2

Article II, Sections 3C, 4A, 4D, 6

Article III, Sections 2, 4B2, 5A, 5B, 6C, 6E

Article IV, Sections 1A, 2B, 2C, 2D, 2E, 3A, 3B, 4A

Article V, Section 3

—Approved by Academic Senate September 12, 1973

—Approved by Board of Regents January 17, 1974

3. UNIVERSITY CIVIL SERVICE STAFF COUNCIL CONSTITUTION

ARTICLE I
NAME

The name of the organization shall be the University Civil Service Staff Council of Illinois State University.

ARTICLE II
PURPOSE

The purpose of the organization shall be:

a. To serve in an advisory capacity to the administration regarding the general welfare of all Civil Service employees.

b. To provide a means of effective communication between the Civil Service employees and the administration, University Council, Academic Senate, and Board of Regents.

c. To plan and organize social and recreational activities for the Civil Service employees.

ARTICLE III
MEMBERSHIP

Section 1. Qualifications

a. Any status Civil Service employee who has completed one year of service shall be eligible for election to membership on the University Civil Service Staff Council.

b. Membership of the University Civil Service Staff Council shall be based on the following groups:

1. Administrative and Professional
2. Office Services
3. Trades and Occupation
4. Services — Food, Security, Stores, Medical
5. Services — Custodial, Grounds, Agriculture
6. Secretariat
7. Services — Supervisory
8. Laboratory Aides and Technicians

ARTICLE IV
NOMINATION AND ELECTION

Section 1. Voting Eligibility

All status Civil Service staff members who have completed six months of service shall have the right to vote for Council members.

Section 2. Election Committee

a. Nominations and elections shall be supervised by an election committee appointed by the University Civil Service Council.

b. Official ballots for each employee group shall be prepared and supervised by the election committee

c. The election committee will designate the polling places.

Section 3. Nomination

e. If a nomination is declined the election committee shall seek acceptance of the person receiving the next highest number of votes.

Section 4. Elections

a. The election committee shall prepare an official election ballot from the nomination acceptors on or before February 15.

b. At least one calendar week prior to the holding of the election, each person shall receive notification of the persons nominated, polling place, times and days polls will be open. The polls shall be open for three days from 8:00 a.m. to 5:00 p.m.

c. Each person shall vote for no more than the number to be elected from his group.

d. The election of members will be by secret ballot.

e. The election committee shall tabulate the votes within three days after the polls are closed and announce the results of the election.

f. The election committee shall select a disinterested person to assist in counting the election ballots and to certify that the election was conducted according to prescribed procedure.

Section 5. Replacement of Members

In the event of the need for a replacement of a member on the Council, the person (in the group needing a replacement) receiving the next highest vote in the preceding election will serve until the term expires.

ARTICLE V
OFFICERS

Section 1.

The officers of the Council shall be President, Vice-President, Treasurer, and Secretary.

Section 2.

The officers shall be elected at the first Council meeting after the election each year. Retiring officers shall attend the first meeting until new officers are elected, however, will have no voting rights.

Section 3.

In case of a vacancy of office, the members of the Council shall elect a replacement from their own membership. The person elected to office shall serve until the annual election of officers is held.

ARTICLE VI
COMMITTEES

There shall be standing committees and special committees as the needs arise. All committees and their chairmen shall be named for a specified time by the Council. Committee members are not limited to Council members.

ARTICLE VII
SEMI-ANNUAL MEETINGS

The meetings of the entire Civil Service staff shall be held semi-annually.

ARTICLE VIII
AMENDMENT

Any member of the Council may propose an amendment to the Constitution by presenting it in writing at any regular meeting of the Council. The amendment may be voted upon at the next regular meeting or at any succeeding meeting, and shall be prepared for ratification if approved by two-thirds of the membership of the Council.

The University Civil Service membership may propose amendments to the Constitution by presenting in writing to the Council a petition bearing the signatures of 100 members favoring the amendment. It is then the obligation of the Council to present this amendment for ratification at the next semi-annual meeting.

ARTICLE IX
RATIFICATION

After approval of the Council, all amendments shall be presented to the total University Civil Service Staff membership for ratification at the next semi-annual meeting or at a special meeting called by the President of the Council. Amendment shall be considered ratified if it receives a majority vote of those voting at the meeting provided that the amendment and the meeting announcement have been distributed to each University Civil Service Staff member at least fifteen (15) days prior to the meeting.

Revised October 1, 1969

4. STUDENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the students at Illinois State University, desiring to maintain academic freedom, academic responsibility and student rights; to develop better educational standards, facilities and teaching methods to improve student cultural, social and physical welfare; to guarantee to all people, because of their inherent dignity as individuals, equal rights and possibilities for higher education regardless of sex, race, religion, political belief or economic circumstances; to foster the recognition of the rights and responsibilities of students to the University, the community and humanity; to stimulate and improve democratic student governance, and by allowing ourselves responsible and effective participation in the academic, economic, political, and service processes, do hereby establish the Constitution of the Illinois State University Student Association.

ARTICLE I. THE STUDENT ASSOCIATION

A. NAME

The name of this organization shall be the Student Association of Illinois State University.

B. MEMBERSHIP

All undergraduate and graduate students not having full time administrative and/or faculty status at Illinois State University are members of the Student Association and as such, are eligible to vote in its elections and participate in its activities.

C. BRANCHES

The Student Association consists of two branches: Executive and Assembly.

D. ADVISORY BOARD

There shall exist Student Association Advisory Board.

E. AGENCIES

There shall exist Student Association Agencies.

F. AFFILIATED COMMITEES

There shall exist Student Association Affiliated Committees.

ARTICLE II. THE EXECUTIVE BRANCH

The Executive Branch shall consist of a student body president and vice-president. Their duties, powers, and qualifications are as follows:

Section 1. Student Body President

A. Qualifications: the President shall

1. Have attended the University for two full semesters.
2. Have been elected at large
3. Be in good academic standing (not on academic probation).

B. Duties and powers of the President shall consist of:

1. Being responsible for representing the student body to the best of his/her knowledge and ability in the University and the community at large as the chief student officer.
2. Being responsible for the operation of the Student Association.

3. Making appointments and recommendations of appointments, including Student Association staff personnel with the approval of the Student Association Assembly.

4. Being responsible for overseeing the fiscal budget of the Student Association.

5. Being responsible for initiating and overseeing the administration of those programs which fulfilled the role of the Student Association.

6. Being responsible for the initiation and coordination of the student activity fees allocation process.

7. Being responsible for convening the Student Association Advisory Board.

8. Being responsible for serving on any body which requires the office of Student Body President as a member.

9. Being responsible for upholding Student Association Constitution.

10. Being responsible for initiating steps to incorporate other organizations by mutual agreement, into the Student ssociation.

Section 2. Student Body Vice-President

A. Qualifications: the Student Body Vice-President shall:

1. Have attended the University for at least two full semesters.

2. Have been elected at large.

3. Be in good academic standing (not on academic probation).

B. Duties and powers of the Vice-President.

1. To succeed the President in case of his/her inability to fulfull his/her term of office.

2. To be responsible for coordinating the efforts of the Student Association Agencies and affiliated Committees.

3. To serve on any body which requires the office of Student Body Vice-President as a member.

4. To uphold the Student Association Constitution.

5. To assume those authorities delegated to him/her by the Student Body President.

ARTICLE III. THE STUDENT ASSOCIATION ASSEMBLY

Section 1. The Student Association Assembly

A. MEMBERSHIP

1. Membership includes twenty-five (25) elected students as follows: on-campus, off-campus, and graduate students.

2. Membership includes the Student Body President, Student Body Vice-President, Vice Chairman of the Academic Senate (if a student), the President of the Association of Residence Halls, President of the Black Affairs Council, and a representative chosen by Pan-Hellenic and Inter-Fraternity Greek Council, as voting Ex-Officio Members.

3. The proportion of on-campus, off-campus, and graduate students shall be determined by the Student Association Assembly or a committee thereof.

B. QUALIFICATIONS FOR ASSEMBLY MEMBERSHIP

1. Members shall be full-time students.

2. Members shall be in good academic standing (not on academic probation).

C. TERM OF OFFICE

The term of office for Assembly members shall be one year.

D. DUTIES AND POWERS OF MEMBERS

1. To represent faithfully and responsibly the interest of the student body of Illinois State University in the Student Association Assembly.

2. To approve the fiscal budget of the Student Association.

3. To approve appointment nominations of the Student Association executives.

4. To be responsible for screening and approving student members of Student Association with programs beneficial to the student body.

5. To aid the Student Association with programs beneficial to the student body.

6. To responsibly help in the allocation of student activity fees.

7. To approve or remove incorporation of other organizations, upon mutual agreement, into the Student Association.

E. OPERATIONS

1. Meetings are to be called by the Assembly Chairperson:

a. On a regular basis

b. At the request either of the Student Body President or Vice-President

c. Upon petition of five Assembly members

d. At the discretion of the Chairperson

F. VOTING

1. Regular business items shall be passed by a majority of those present and voting.

2. All other items shall be referred to Robert's Rules of Order.

Section 2. Officers

A. CHAIRPERSON OF THE ASSEMBLY

1. The Assembly shall annually elect from the Assembly a presiding officer known as the chairperson by simple majority.

2. All members of the Assembly, with the exceptions of the Student Body President and the Vice-Chairman of the Academic Senate, are eligible for office of chairperson.

3. Duties:

a. Chairperson shall call all meetings of the Assembly

b. Chairperson shall be the spokesperson for the oficial views of the Student Association Assembly

c. Chairperson shall preside over all meetings of Student Association Assembly.

B. VICE-CHAIRPERSON AND SECRETARY OF THE ASSEMBLY

1. The Assembly shall annual elect from the Assembly an officer known as Vice-Chairperson and the Secretary by simple majority.

2. Duties of the Vice-Chairperson and the Secretary:

a. To record the official proceedings of all Assembly meetings

b. To assist the Assembly Chairperson with his/her duties

c. To chair meetings in the absence of the Chairperson.

Section 3. Committee

A. EXECUTIVE COMMITTEE

1. There shall exist an Assembly Executive Committee whose membership is as follows:

a. The student body executives

b. Officers of the Assembly

c. Four other members of the Assembly who shall be elected by the Assembly

d. Total membership shall not exceed eight (8).

2. Duties:

a. To meet in emergency session and/or on a regular basis;

b. To meet upon written request of the student body executives;

c. To meet at the request of the Assembly officers;

d. To make up the agenda for the Assembly;

e. To expedite the proceedings of the Assembly.

3. Officers

a. The Assembly Chairperson shall preside at all meetings;

b. The Assembly Vice-Chairperson and Secretary shall keep an official record of the preceedings of all meetings;

c. Assume chair in absence of Chairperson.

B. ADDITIONAL COMMITTEES

Student Association Assembly may set up additional internal committees to carry out the programs and thrusts of the Student Association.

ARTICLE IV. STUDENT ASSOCIATION ADVISORY BOARD

A. MEMBERSHIP

1. The Student Body Executives shall appoint members of the Advisory Board pending approval of the Assembly.

B. DUTIES

1. To advise the Student Association in the areas of the Advisory Board members' expertise and to recommend programs in those areas beneficial to the student body.

2. To report on their areas periodically to the Student Association Assembly.

C. MEETINGS

1. The Advisory Board may meet in part or in whole as issues arise.

2. Meetings are to be chaired by the Student Body President.

3. Meetings shall be open.

ARTICLE V. STUDENT ASSOCIATION AGENCIES

A. MEMBERSHIP

1. Membership is open to those who successfully pass a screening procedure set up by the Student Association Assembly, or a committee thereof.

2. Members and Directors of all Student Association Agencies shall be approved by the Student Association Assembly.

3. Members and Directors of all Student Association Agencies may be removed, after inquiry, by a two-thirds affirmative vote of the Student Association Assembly.

ARTICLE VI. STUDENT ASSOCIATION AFFILIATED COMMITTEES

Section 1.—Establishment

a. Any committee external of the Student Association Assembly with mutual consent of both bodies shall become an affiliated committee of the Student Association.

Section 2. Membership

a. Membership is open to all Illinois State University students who successfully pass a screening procedure;

b. The Student Association Assembly shall be responsible for screening and approving students to serve on SAAC;

c. Members of SAAC may be removed after inquiry and by a two-thirds vote of the Student Association Assembly.

Section 3. Duties

a. To represent the interest of the student body in the area of committee responsibility;

b. To aid the Student Association in execution of programs beneficial to the student body;

c. To report periodically to the Student Association Assembly;

d. To take direction from the Student Association Assembly.

ARTICLE VII. STUDENT ASOCIATION CONSTITUTION

A. RATIFICATION

1. All parts of this constitution (with the exception of Article III, Sec. 1 Parts A-C, Article III Section, and other similar sections) shall take effect immediately after ratification by campus-wide referendum on March 28, 1973.

2. A vote of 2/3s of the students voting in the constitutional referendum shall be sufficient to affirm ratification.

3. Those students elected to the Academic Senate on March 28, 1973, shall form an Interim S.A. Assembly to be chaired by the Vice-President of the Student Association.

4. An election of a permanent Assembly shall take place **within two months of this ratification.**

B. AMENDMENT PROCEDURE

1. Upon petition of one-tenth of the number of those voting in the previous campus election, a referendum for the purpose of amendment will be held within thirty (30) days, or

2. By two-thirds vote of the Student Association Assembly at the first meeting following the reading of the amendment.

ARTICLE VIII. BY-LAWS

A. Any by-laws necessary for the operation of the Student Association shall be approved by a simple majority by the Student Association Assembly.

B. By-laws may be suspended by a two-thirds majority affirmative vote.

C. Nothing in the by-laws shall be in conflict with this Constitution.

Approved by the Student Government Board
February 25, 1973

Approved by a General Student Body Referendum
March 28, 1973

CHAPTER TWO

General University Information

I. ACADEMIC CONFERENCE

ISU is a member of the Academic Affairs Conference of Midwestern Universities (AACMU). Other members are Ball State University, Indiana State University, Northern Illinois University, and Southern Illinois University. AACMU was formed to provide for interinstitutional cooperation to strengthen and enrich the programs of the member institutions and to achieve better utilization of resources.

The Board of Governors is made up of the presidents of the member institutions and the Academic Council consists of the academic vice presidents and an elected faculty representative from each institution. The academic programs are coordinated by the executive director.

II. EMERGENCY INFORMATION

In the event of any sudden emergency such as fire, windstorm, flood, riot, or explosion which may cause personal injury or loss of life or property, emergency control procedures are established.

1. Reporting of Emergency

To report a FIRE on campus dial 8-FIRE (8-3483). When reporting a fire, give the nature, location, size, and extent of the fire, and your name. To report any other emergency contact the office of Public Safety, 8-8631.

2. Information Sources

During emergencies, members of the University community are requested to listen to one of the following radio stations: WJBC (1220) — Bloomington; WAKC (1440) — Normal; or WGLT-FM (91.7) —campus. Peoria and Champaign television stations (Channels 3, 12, 19, 25, 31) will also carry emergency information.

3. Storm Developments

The Campus is alerted through the Emergency Radio Communications System. A severe weather WATCH is an advisory message that weather conditions are such that severe thunderstorms are expected to develop. You need NOT take cover, but you should listen to your radio for information.

At a severe weather WARNING, you should immediately follow the procedures necessary to protect yourself. At a WARNING indication, all persons in the area are advised to seek immediate shelter. In addition to this "take cover" signal on the radio, the steam whistle on the heating plant will sound constantly. At the sound of this whistle, all personnel on or about campus are to immediately seek the nearest shelter, preferably the basement of the nearest building.

4. Civil Defense

This warning system is used for natural disaster, enemy attacks and any other emergency. At the sounding of a 3-5 minute steady blast, turn on your radio; danger is possible. A 3-minute wavering or intermittent blast indicates immediate danger. You should go to the nearest shelter. Illinois State Law provides for testing signals on the first Tuesday of each month at 10:30 a.m.

III. GUIDELINES FOR INDIVIDUAL ACTION IN THE UNVERSITY COMMUNITY

The students, faculty, and staff constitute the University community that is Illinois State University. Any community should have common interests, but in a multiversity they are quite varied, even conflicting. To facilitate mutual accommodation of interests the community has affirmed guidelines for individual action. These guidelines are not static; rather they and the assumptions on which they rest undergo constant reevaluation. Such guidelines are not intended to serve as a basis for formal disciplinary action; rather they indicate mutual concerns about the attitudes and behavior of all those who constitute the University community. Membership within this community carries with it not only the implied adherence to these guidelines but responsibility of peers to admonish as to why a guideline is in existence and why it applies to situations involving behavioral variations.

The responsibility to secure and respect the general conditions conducive for free inquiry and free expresison, and the responsible use thereof, is essential to a system of order supportive of the educational process. Within these conditions are educational structures which call for the rethinking of traditional concepts, and out of them the University community develops as an instrument of our complex society. To maintain this role each member of the University community accepts responsibility for personal actions and values and adheres to and respects University

regulations and the laws of the larger society. If an individual fails to accept his responsibilities, the University community has an obligation to reaffirm the guidelines for individual action, pointing out thase actions which are at variance.

Because there is diversity of opinion regarding ethical and moral standards, each individual should strive to develop a personal ethic and morality. Members of the academic community must assist one another in the process of attaining individual fulfillment in order to maximize contributions to society. The University community does not regard itself as an arbiter or enforcer of the morals and values of its members. The University community does reserve the right to make its members aware of the expectations of society.

Redress of grievances must entail adherence to and respect for federal, state, and local laws as well as University regulations. Channels of communication for the expression of opinions and criticisms afford opportunities for substantive change in the University community. If after exhausing the established channels, the individual or group continues to believe that appropriate and sufficient change has not been achieved, then those violating the law or regulations in the name of such change must be prepared to accept the consequences of their actions. Each individual is encouraged to learn and practice the art of reasoned dissent and to accept the privilege and opportunity for free discussion of any issue and to present his cause within the broad framework of guaranteed rights.

If the University community is to succeed in its pursuit of truth and dissemination of knowledge, it must achieve an institutional framework that encourages debate and freedom of intellectual endeavor without fear of consequences.

The University comunity provides assurance of opportunity for its members to achieve their educational objectives and supports the generation and maintenance of an intellectual and educational environment where freedom of discussion and expression of views are encouraged and protected. In particular, student members must be protected against prejudiced or capricious academic evaluation. When called upon to evaluate faculty, students are under an obligation to evaluate with the same degree of fairness to which they are entitled as students. The faculty member has the responsibility to maintain order, but his authority must not be used to inhibit the expression of views contrary to his/her own. Students shall be evaluated in a course solely on the basis of their performance in meeting appropriate standards established and communicated to them by the instructor for that course.

Information about student views, beliefs, and political associations acquired by members of the University community in the course of their work as instructors and advisers is confidential and must not be disclosed to others. The relationship between the University community and its members presupposes that records will be kept only of matters relevant to the educational process and that even those minimal records will not be disclosed except with the student's consent or in carefully circumscribed instances based upon clearly defined University policies.

University facilities and services are open to all members of the University community. Reasonable conditions may be imposed to regulate the use of these facilities and services.

Membership in all University-related organizations shall be open to any member of the University community who is willing to subscribe to the stated aims of the organization. Organizations may be established for any legal purpose whether the aims are religious, political, educational, economical, or social.

IV. LEISURE AND CULTURAL ACTIVITIES

1. Art Galleries

The Center for the Visual Arts Gallery, located in the CVA Building, serves both as a teaching tool and as a public gallery. Open year round, the 10,000 square feet of exhibition space is divided into three separate galleries.

Although all three galleries show temporary exhibitions which change approximately every five weeks, Galleries II and III emphasize Illinois State University art student work and art works for the Illinois State University Permanent Collection. Gallery I, the largest of the three galleries, is the location for exhibitions requiring a spacious environment.

The CVA Gallery, in its attempt to assist artists on the state, regional, and national levels, has established two competitive exhibitions, "Art on Paper/Art of Paper/Paper Art" a national student competitive exhibition, and "Illinois Artist '74" the first of a biennial exhibition for artists presently living in the State of Illinois.

The Center for the Visual Arts Gallery is closed Mondays, open Tuesday 9 a.m. - 10 p.m.; Wednesday - Friday 9 a.m. - 4.30 p.m.; Saturday, 1 p.m. - 4:30 p.m.; Sunday 1 p.m. - 5 p.m. Admission is free, and tour groups are welcome. The facility is available to both university and community groups for various meetings and receptions.

The President's Reception Area, located on the fourth floor of Hovey Hall, is a display area for

works by the Art Department faculty of Illinois State University and other art objects from the Illinois State University Permanent Collection. It is open during university office hours.

2. Athletic Tickets

A. Students. For all regularly scheduled University athletic events, students are admitted by presenting their validated activity card.

B. Faculty-Staff. Faculty and staff members at Illinois State University may purchase an all-sports athletic ticket at a reduced rate. Prior to the opening of the school year, a form is circulated to all faculty and staff members from the athletic office for the purpose of ordering all-sports tickets. Faculty-staff members may also purchase all-sports tickets for their spouses and/or children at a reduced rate. Season tickets are not sold at faculty or staff rates by the sport, such as for football only or for basketball only. Single game general admission ticket prices are: football — $4 reserved seat; $2 general admission, adults; $1 general admission, children high school age and under; basketball — adults, $3 reserved seats; general admission, $2; children, 1. The charge for reserve seats for faculty-staff members is the same as for the general public. Faculty-staff may purchase an all-sports ticket and convert it to a season reserved seat for either football or basketball, or both. Inquiries regarding athletic tickets should be directed to Ticket Manager, Horton Fieldhouse.

3. Capen Cinema

Capen Cinema presents three separate series a year consisting of the Capen Film Series, a Special Film Series, and a Showcase Series. The Capen and Special Series are held in Capen Auditorium while the Showcase Series is held in the University Auditorium. All three programs present top quality, well-known films at a minimal charge to students with an activity card. The complete schedule is presented each semester in THE VIDETTE.

4. Community Cultural Activities

A wide variety of cultural programs are available in the twin cities, including:

The Bloomington-Normal Symphony presents four major concerts with guest soloists in the University Auditorium.

The Amateur Musical Club presents four well-known concert artists.

The Community Players stage four plays each season.

The Bloomington-Normal Art Association offers a wide array of exhibits and lecturers.

A Travel Film Series is sponsored by the Kiwanis Club.

The Original American Passion Play is presented at the Scottish Rite Temple on successive Sundays during the spring.

The Parks and Recreation Departments of both Bloomington and Normal have programs in creative dramatics and present dramatic productions several times each year.

The Bloomington Park Board sponsors band concerts throughout the summer months.

5. Dance

The Dance Theatre and the American Heritage Dancers schedule modern and folk dance recitals that combine students and faculty in dance productions.

6. Entertainment Committee

The Entertainment Committee programs annually 15-20 major concerts, featuring nationally known recording groups. All seats are reserved, and tickets are placed on sale to students first. On the initial day of release, students may buy a maximum of six tickets with one ID card and six activity cards, and at least one student ticket must be purchased with the order. All concerts are advertised in the VIDETTE prior to the ticket release.

7. Museums

The University Historical Museum is located on the lower floor of Milner Library. It includes areas devoted to early American, American Indian, American Colonial and Victorian periods, mounted birds and animals, and an international collection of dolls.

The Ewing Museum of Nations is located at the corner of Towanda Avenue and Emerson Street in Bloomington. This museum houses the International Collection of Child Art and Research Center for the Study of Visual Expression by Children; the Court of Nations which includes displays of the permanent collections of African, South Seas, Philippine and pre-Columbian art; and temporary exhibits in the Stable Gallery. The Cultural Center of this museum sponsors lectures, small conferences, and other educational events.

The Funk Mineral Museum, on the lower floor of Cook Hall, exhibits a large collection of world-wide minerals from the gift of Lafayette Funk to the University. A study collection and research center for advanced geology students is also located in the museum.

The Stevenson Memorial Room, on the first floor of Stevenson Hall, exhibits memorabilia of the Stevenson family with particular emphasis on Adlai Stevenson II.

The Hudelson Museum of Agriculture, at Main and Willow Streets, features early agricultural implements used in McLean County by pioneer farmers.

The Eyestone School Museum, a renovated one-room rural school of 1899, is located on the west campus at Adelaide and College Streets. This has been completely furnished with school items of the period.

8. Musical Activities

Each year, the students and faculty of Music Department present more than 200 concerts, open to all and free of charge. The bands, choruses, orchestras, student ensembles, chamber music ensemble, solo recitals, artists' recitals, faculty solo appearances and ensembles, such as the Woodwind Quintet and Trio da 'Camera, make up most of the year's musical events. The Music Theatre presents full-scale productions of operas and musicals. Advance notices of concerts are usually published in THE VIDETTE but a monthly listing can be obtained by writing or calling the Music Department office in Centennial East.

9. New Friends of Old Time Music

New Friends of Old Time Music (NFOTM) programs a weekly series of live entertainment ranging anywhere from Blues to Folk. All events are free and are held in the University Union.

10. Recréational Programs

Campus Recreation provides all Illinois State University personnel an opportunity to use their free time participating in many recreation programs. Undergraduate students, graduate students, faculty, and staff are encouraged to take part in these activities.

A. Intramurals. Opportunities for competition in over 40 sports are available for men and women through the ISU Intramural Programs. In addition to the sports offered for men and women, a Co-ed Program provides competition for men and women on the same teams. Persons having all levels of ability compete in a wide variety of sports.

B. The Outdoor "Getaway" Program offers outdoor recreation opportunities with equipment provided for camping, canoeing, backpacking, hiking, fishing, horseback riding, sailing, and bicycling. During the winter months, tobogganing and ice skating are available at East Bay Camp. Equipment provided includes:

4-man canvas tent	Rowboats and sailing rigs
2-man canvas tent	2-man nylon tent
Sleeping bags 4.5 lb.	Backpacks
Coleman lanterns	Sleeping bags 2.5 lb.
Coleman stoves	Rod and reels
Coleman coolers	Wooden toboggans/ sleds
Ground cloths	Plastic toboggans/ boats
Inflatable water jugs	Backpack stoves
Bicycles - singles	Flashlights
Bicycles - tandem	
Compasses	
Canoes	

A resource center is available for use in planning outings in Illinois and surrounding states.

C. Informal Programs. Roller skating is scheduled Friday and Saturday evenings in the South Gym of Horton Fieldhouse. Skates are available for check-out.

Ice skating will be scheduled two or three evenings a week from mid-November until mid-March. Persons interested in ice skating are transported by bus or personal transportation to the Four Seasons Club.

Crafts are primarily open recreation programs where each individual initiates his or her own project. Instruction is available.

There is space for cars and motorcycles in the shop. Supervisors are qualified to provide advice in mechanics and welding.

The south gym of Horton Fieldhouse is scheduled one or two nights during the second and third nine-week periods for open gymnastics.

100, 300, 500, 1000 Mile Clubs in Jogging. A certificate and T-shirt will be presented to the jogger upon completion of these distances. Cards are provided — each jogger records the distance.

10, 25, 50, 100 Mile Clubs in Swimming. A certificate and T-shirt will be presented to the swimmer upon the completion of these distances.

D. Open Facilities. The gymnasiums in Horton Fieldhouse, McCormick Hall, and Metcalf School are scheduled for open recreation on a regular basis each week.

Swimming is scheduled in Horton Pool and McCormick Pool on a regular basis throughout each week.

A 220-yard indoor track is located in Horton Fieldhouse and a 440-yard outdoor track is located north of Horton Fieldhouse.

Nine lighted tennis courts are currently available, six at University High and three at McCormick Field. Another six courts are available at McCormick Field.

Recognized campus organizations are eligible to use many of the recreational facilities at ISU. Cost for supervisors, lifeguards, etc. will be paid in advance by the requesting organization.

E. Equipment Available for Check-Out. Sports and recreational equipment is available for check-out in Horton and McCormick. Included is equipment for archery, badminton, baseball, floor hockey, floor tennis, football, frisbee, golf, jarts, racket and paddle ball, rugby, soccer, softball, table tennis, tennis, towels and locks, volleyball, and water polo.

F. Golf Course. ISU has an 18-hole golf course that is open from daylight to dusk from April 1 to

November 1. A student with an ID and current activity card can play for $.75 on weekdays and $1.25 on weekends. Student season tickets are $25. Faculty and staff can play for $3 on weekdays and $3.75 on weekends and holidays. With a $6 season pass, faculty-staff pay $1.50 on weekdays and $2 on weekends. Clubs can be checked out at the Pro Shop.

G. Miniature Golf — An 18-hole miniature golf course is expected to be ready for play in 1975. It will be located just south of the Atkin-Colby residence halls.

H. Sports Clubs. Campus Recreation gives guidance and assistance to the following recreation and sports clubs on campus. If you are interested in obtaining additional information about any of these clubs, telephone the Campus Recreation Office at 436-8333. These include: Go-Ju Karate, Hockey, Judo, Hockey Booster, Horseback Riding, Rugby, Scuba, Soccer, Sport Parachute, Table Tennis, Tae Kwon Do, Varunas, Volleyball, and Weight-Lifting.

11. Union Auditorium Series

The University Union and Auditorium annually present the "Auditorium Series," a program of events offering a blend of the professional performing arts and entertainment attractions. Most programs, from popular entertainers and symphony orchestras to Broadway theatre, are presented in the 3500-seat University Union Auditorium, opened in October, 1973.

Tickets for all UA Series events are available either individually, or at a significant savings when purchased for the entire series. The box office is on the first level concourse, phone 436-5444. All programs sponsored by the Union Auditorium are open to the University community and general public. University students receive a discount when purchasing tickets for any of the series events.

The UA also presents entertainment from rock concerts to opera in conjunction with other collegiate and public organizations.

12. University Events Council

The University Events Council is responsible for the coordination of advertising, programming, and scheduling of activities by its members.

Membership on the council is made up of the chairpersons of the following programming units on campus: Capen Cinema, Entertainment Committee, New Friends of Old Time Music, Rites of Spring, University Forum, Union Board Program Committee, and ARH Program Board. Membership is also open to any programming organization which wishes to participate.

13. University Forum

University Forum is the bridge between the classroom and the "real world." The University Forum Committee annually presents a variety of nationally known speakers and offers these speakers to classes for more in-depth study.

The University Forum also sponsors a speaker-sharing plan in which the Forum offers partial financial assistance to organizations wishing to bring speakers to the campus. Information about the speaker-sharing plan may be obtained from the chairperson of the University Forum.

All Forum events are free.

V. SELECTED POLICIES AND PROCEDURES

1. Affirmative Action

Illinois State University is committed to an aggressive program of equal opportunity and affirmative action for all members of the student body and staff. In addition to strictly adhering to all non-discriminatory laws and guidelines, the University is actively pursuing a comprehensive program of affirmative action pertaining to minorities and women to assure equal opportunities in every aspect of university life.

Affirmative action matters are handled by the Office of Affirmative Action, Hovey 401. The Affirmative Action Office includes an affirmative action officer for each women and racial minorities.

2. Campus Disruption Policy

Each state university was requested by the Governor of Illinois in 1970 to submit its campus disruption policy. The following statement was developed at ISU and presented to the Governor through the Board of Regents:

POLICY STATEMENT

In order to maintain the proper operation of Illinois State University in case of disruptive activity by any persons, the following procedure shall be followed:

A. The President of the University shall advise students, faculty, employees, and invitees of the rules and regulations of the University that pertain to the maintenance of order on the campus and of the firm conviction that such rules and regulations, together with the laws of the State of Illinois, will be enforced in order to preserve an appropriate atmosphere for the pursuit of the educational mission of Illinois State University.

B. In the first instance, appropriate University officials shall seek to employ existing internal remedies as contained in this document, Governing Policy of the Board of Regents, and Policies of the University to obtain voluntary compliance, cooperation, and the exercise of restraint on the part of all parties concerned. In the case of disruptive activity involving students, officers of the

Office of the Department of Public Safety shall advise such students of their legal obligations and duties, urge them to disperse and to cease committing such disruptive activity, and where necessary, give notice pursuant to the criminal laws of the State of Illinois.

C. It shall be the duty of the Office of the Department of Public Safety to advise other appropriate law enforcement agencies and officials of the existence of such disruptive activity and to alert such agencies and officials that such activity may require their assistance.

D. The officers of the Office of the Department of Public Safety shall make such arrests as are necessary to maintain order on the campus and to insure civil rights of others and to preserve the ordinary operation of the University.

E. If it becomes necessary to control large crowds of persons in case of any disruptive activity or to engage in mass arrests or other forms of control, the President of the University shall request other appropriate law enforcement agencies and officials to come upon the campus to assist the Office of the Department of Public Safety.

LEGISLATIVE SUMMARY

In an effort to inform the community of legislation related to campus disruptions and implications of these laws, the folowing summary is offered:

The State of Illinois CRIMINAL CODE OF 1961, AS AMENDED, is applicable to all persons on campus or bringing things on campus. The Code sets forth the State law which defines offenses of disorderly conduct, theft, inflicting bodily harm, arson, damaging property, gambling, use of drugs, mob action, and sex offenses — all such laws may be enforced by public officers of the Department of Public Safety as well as local, county, and State law enforcement agencies. Recent amendments to the Code impose fines up to $1000 and/or imprisonment not to exceed one year for conviction of:

1. Criminal damage to University property.
2. Criminal trespass on University property.
3. Unauthorized possession or storage of weapons.

The Code provides sanctions for willfully denying to a trustee, employee, student, or invitee of the institutions (1) freedom of movement, (2) use of the property, (3) the right of ingress or egress to the property or facilities, or (4) interfering with the institutional duties of employees or pursuit of the education process by trustee, employee, student, or invitee. The same sanction applies to a person who knowingly occupies or remains in or at any building, property, or other facility owned, operated, or controlled by the institution after due notice to depart.

Any scholarship or financial aid wholly or partially funded by the State of Illinois or the Federal Government may be revoked if the holder of the scholarship is found to have participated in any disorderly disturbance or course of conduct directed against the University community or the policies of this community.

More specific information concerning these legislative acts can be obtained in the Office of the Department of Public Safety.

3. Class Attendance

Faculty and students are expected to attend classes. Faculty members should make explicit arrangements with their department chairpersons regarding any absences from classes. Faculty members are responsible for communicating attendance policies to their students and for making clear to students the consequences of non-compliance with their policies.

Every student is held responsible for class attendance and successful completion of academic work. A student is primarily responsible to his or her instructor in matters pertaining to class attendance. Primary responsibility is placed upon the student to explain to his/her instructor the cause of each absence, whether for illness or any other cause. Students who have been absent because of contagious disease are expected to comply with state law regarding quarantine and must report to the University Health Service before returning to class.

4. Faculty Responsibilty to Students

Faculty responsibility to students is covered in the ISU Academic Policy Handbook. This responsibility includes a "Faculty Evaluation and Ethics Policy" which is included in its entirety in the "Faculty Life" chapter of this handbook.

5. Grievance Procedures

The University provides appropriate grievance procedures for both students and faculty. Details are in the "Student Life" and "Faculty Life" chapters.

6. Identification Cards

A. Faculty. Each year the Office of the Secretary of the University issues an identification card to each faculty member. The card is used for identification in the library, for check cashing in Hovey Hall, and for identification at several other University offices and activities.

B. Student. Students are provided a permanent identification card early during their first semester at the University. Full-time activity cards which validate the card are issued to those students paying full-time (12 or more semester hours) fees during registration each semester and also for those students who take 6 to 12 semester hours and elect to purchase a full-time activity card. The identification card and activity ticket

are used to check out books at the library, gain admission to athletic and entertainment events, and provide a means of identification at other events and activities. Part-time students are also issued activity cards (so marked) for library use and for use in voting for Student Association and Academic Senate elections.

7. Speaker's Policy

The following policy governs outside speakers at the University:

A. Visiting speakers and lecturers provide significant opportunities for members of the University community to explore divergent views and opinions, and the appearance of visiting speakers and lecturers is encouraged by the University. Since the University does encourage the expression of diverse opinions and views, it is equally clear that the presentation of a particular view or opinion by a visiting speaker on campus does not imply University endorsement of that view.

B. Within the educational philosophy of the above policy, academic departments and other University groups, student organizations, and non-University groups are free to select the persons they wish to invite as guest speakers and lecturers, with no restrictions designed directly or indirectly to control the viewpoints of the speakers other than those imposed by state and national laws.

C. To encourage discussions that will provide the maximum educational value, guests selected should be qualified to discuss the subject. The determination of this qualification is the responsibility of the group presenting the speaker.

D. In order to properly schedule the event to insure the necessary publicity and to assure proper facilities, groups wishing to invite visiting speakers or lecturers to the University should complete a facility request form 48 hours in advance of the speaker's appearance. This form should be submitted to the Coordinator of University Events.

8. Student Records

The University accumulates data and keeps records in order to enable faculty and administrators to plan educational opportunities to meet the needs of the individual student, to better understand the students, to counsel more effectively with them, and to assist them in placement in graduate education or employment after graduation. Because the scope and number of requests from external agencies for information about students is increasing, the following policy for the utilization of student records has been approved. The purpose of this policy is to outline the development, maintenance, and use of student records. Individual offices may develop more detailed policies regarding student records as long as such policies are not inconsistent with this policy. All policies should be evaluated annually.

A. GENERAL PRINCIPLES GOVERNING USE OF STUDENT RECORDS

The following principles guide the professional staff of the University in the utilization of student records.

1. Need for Records. Unless a demonstrable need for a record is established which is reasonably and justifiably related to the basic purposes and necessities of the University, no records should be made or maintained.

2. Confidentiality. In its relation with students the University will preserve the confidential character of communications and records so as to insure that its educational and counseling processes are carried forward in the most effective possible manner.

The obligation of confidentiality is relative rather than absolute since there are conditions which can alter it. This obligation may lapse when the common welfare of the University community or the welfare of the individual demands revelation such as in the case of suicidal preoccupations, expressed homicidal thoughts or actions, commissions of a felony or similar cases. Likewise, material which is already public or can easily become so is not bound by confidentiality. The acquisition and dissemination of information for records is based on a respect and concern for the privacy and protection of the individual student. All persons handling records shall be advised of the confidential nature of such information and their responsibilities in this regard. Evaluation and interpretative information about a student shall only be interpreted by a professional and qualified staff person.

3. Release of Information. Information will be furnished of a "public" or "directory" nature, that is, information which has appeared at one time or another in publications that are available to the general public or are a matter of public record. Requests for public or directory type student data from agencies outside the University which are not considered educational institutions shall be denied. Such agencies should be referred to the Student-Faculty Directory. Some examples of public or directory type information are: student's name, parent's name, home address and telephone number, campus address and telephone number, dates of attendance at the University, full or part-time enrollment status, major, degree earned, age, citizenship, and data to verify identification, e.g., birth certificate. Providing the above information or material is available on a student, it may be released without a student's knowledge or consent on an individual basis.

a. Requests from Prospective Employers. The University will respond to inquiries for non-public or non-directory type information only with the written consent of the student concerned. Information submitted by applicants to the Placement Service is considered to be confidential and will be released subject to conditions stipulated by the applicant and the Service at the time of registration.

b. Requests from Other Educational Institutions. The University will send written reports concerning academic and disciplinary standing and other information including transcripts to other educational institutions only with the consent of the student concerned.

c. Inquiries from Investigators Representing Private or Governmental Agencies. In the event of inquiries from investigators, the following procedure is to be followed:

(1) The investigator will be given a copy of the following statement:

TO: Investigators Representing Government or Private Agencies
RE: Student Records

Unless an investigator has a written authorization from the individual who is the subject of an investigation, we will disclose only public information about that individual. We require, therefore, that the investigators obtain an authorization prior to visiting the University for the purpost of investigating student or former student records.

(2) After the investigator has read the statement, he should be given any public information he requests. In addition, it is appropriate in response to a question to tell him whether we have a confidential file and verify any confidential information which he already has on the student he is investigating.

(3) If the investigator has written authorization or if there are questions of interpretation, he should be referred to the Dean of the University.

d. Requests from Faculty Members. A faculty member may request information contained in permanent academic records when needed in discharge of his official duties. A faculky member may request confidential information with the student's consent or when a counselor, dean, or other person is mutually involved with the student.

e. Request from Parents. The University recognizes the legitimate interest of parents and guardians to consult with the professional staff about the academic and personal well-being of their sons, daughters, and wards. This consultation must be consistent with the basic policy regarding confidential student records.

f. Information about Organization, Political, Racial, or Religious Affiliation. The University does not maintain records of membership of student organizations. Organizational membership is not recorded in student records unless the student expressly requests the inclusion of such information. This is released only if the student so requests. Information relative to an individual's race or creed may be provided under circumstances dictated by law. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. For the purposes of communication with the University, student organizations are required to provide the Coordinator of Student Activities with the names of the officers to whom communications are to be directed. When new officers are elected, names of the former officers are discarded.

g. Academic Achievement. Academic eligibility of students being considered for membership in honor societies for honors, awards, or scholarships may be furnished the committee responsible for making the awards. (Specified grade point averages can only be released at the request of the student.)

h. Research Information. Researchers have the right to study human phenomena and the responsibility to seek the cooperation of individuals and the University in a manner which clearly respects the right of privacy and the protection of anonymity. The confidentiality of the individual student's record is paramount. When there is any doubt about the identity of the student or the content of the data being safeguarded, the person's consent to use it should be formally obtained.

B. Any student whose address is changed during a semester must report such changes to the Registration Office.

C. Students who are married during the semester must notify the Registration Office at once.

(This policy is being studied. Revised information, if approved, will be issued in a separate statement when available in the Student Association Office.)

VI. SPECIAL ACADEMIC OPPORTUNITIES

1. High Potential Students (HPS) Program

The High Potential Students (HPS) Program has as its objectives the recruitment and reten-

tion of economically or educationally disadvantaged students who, without the financial, academic, tutorial, and counseling assistance provided by such a program, would have less opportunity for a successful college experience. Students are selected for the program after being evaluated on criteria including past academic performance, personal interviews, recommendations by school counselors and other school officials, available test information, and student autobiographies. Potential for success is the main determinant.

Academic support services include tutoring and academic advising. Counseling services include personal, social, and vocational counseling, with appropriate referrals to other campus support services already in existence, such as the Writing Laboratory and the Reading and Studies Skills Laboratory. Questions about the program may be directed to the High Potential Students Program, 211 Hovey Hall.

2. Honors Program

The Honors Program provides special educational opportunities for students who by their past performance indicate unusually high academic promise. It is designed to serve students who wish to develop their intellectual abilities to the fullest.

The principal objective of the Honors Program is the achievement of self-reliance in learning. This is fostered mainly by providing Honors students the opportunity to register for Honors sections of some regularly scheduled courses. The help of mature scholar-teachers is provided in these classes in order to prepare students to learn and function independently.

The Honors Program encompasses Honors courses in University Studies, Departmental Honors, In-Course Honors, Independent Honors Study, the Individualized Honors Curriculum and Early Admissions. In addition, the Honors Program sponsors the Robert G. Bone Scholars and an undergraduate journal, ORBIT.

Incoming freshmen who achieve composite scores measuring 28 or higher on their ACT tests, or are in the 90th percentile or above are invited to apply for the program. Admission is made on the basis of additional factors: The initiative and desire of the student to enter Honors, academic standing and the student's class in secondary school, outside activities and, in unusual instances, recommendations of teachers and counselors.

Students already enrolled in the University can be admitted to the program upon application. Requirements for admission are grade point average 3.3 or above and recommendations from two faculty members who are knowledgeable of their capabilities.

Admission requirements may be modified in individual circumstances by the Director of Honors subject to review by the Honors Council.

The Honors Program is administered by the Director of Honors and is supervised by the Honors Council, a group of faculty and students drawn from various segments of the campus academic community. The Council is responsible for formulating an educational program which will meet the objectives and purposes of Honors. In its work the Council seeks the advice and counsel of students in the program. The Director of Honors maintains a record of the progress of each student in the program, arranges for Honors courses to be offered, coordinates the Honors Colloquium and edits the Honors NEWSLETTER. Counseling is available to those students who desire it.

Detailed information may be obtained by writing to or visiting: Director of Honors, Hovey 307.

3. National Student Exchange Program (NSE)

The National Student Exchange Program enables students to spend up to one year at another member institution in order to become acquainted with social and educational patterns found in different parts of the United States. Students who participate in the program must be sophomores or juniors during the exchange and have a 2.5 GPA at the time of exchange. Applications for the program are taken during the fall and winter semesters for the following year.

Institutions ISU students may attend under the NSE program include: California State, Montana State University, Moorhead State, Morgan State University, Ohio University, Oregon State, Rutgers University, Towson State College, West Chester State College, William Paterson College, and the Universities of Alabama, Delaware, Hawaii, Idaho, Maine at Fort Kent, Massachusetts, Montana, Nevada at Reno, Oregon, Portland-Gorham, South Florida, and Wisconsin at Green Bay. New Universities are added during the year and will be identified by the ISU coordinator. Additional information is available in the Academic Advisement Office, 217 Moulton Hall.

4. International Studies

A. The Office of International Studies. The Office of International Studies provides services for students and faculty who study abroad, foreign students and residents of International House. It also assists academic departments with intercultural and comparative programs in specialized fields. Further information about the programs listed below can be obtained from the Director of International Studies.

B. International Studies Center. The Center, located in Stevenson 140, has current information

on student travel and study abroad. A library of books, brochures, and other reference materials is available. The Center also serves as a meeting place for students and faculty who are planning trips abroad or have recently returned.

C. Study Abroad. In keeping with the tradition of a liberal education, Illinois State University encourages qualified students to consider studying in another country. The purpose of study abroad is to enable the student to gain a direct understanding of the intellectual and cultural achievements of another culture. In this way, study abroad may contribute toward intelligent citizenship in the world community. Academic programs for a summer session, a semester, or a year abroad are available to students of Illinois State University.

The University operates three study centers abroad. These centers are located in Salzburg, Austria; Grenoble, France; and Brighton, England. The center in Salzburg is a joint undertaking with Northern Illinois University. The programs at these centers are designed to be a continuation and enrichment of a student's regular on-campus academic program. Students who are accepted in these programs remain full-time students at Illinois State University and all courses offered at the centers abroad are authorized within the ISU (and NIU) curriculum. Thus students studying at these centers abroad carry a full academic load for a semester or a year and retain full status as a regular student at the University. The usual pattern is for at least one regular faculty member from ISU to be in residence at each center, serving as both instructor and counselor. The major part of the teaching, however, is done by instructors from the host university who lecture in English.

In addition, there are opportunities to study in other countries. Through its membership in a consortium of universities for international education, individual arrangements can be made for students who wish to study in countries other than those in which ISU has centers.

Most of the courses offered abroad fall in the University Studies category. No science or math courses are offered overseas. Therefore, the sophomore year offers the greatest flexibility for those who wish to study abroad. In some cases it is possible to work out a program of study abroad for the junior year, but this requires careful planning and students should check with their department chairman before choosing this option. Anyone interested in study abroad should consult with advisers in the Office of International Studies.

In the summer session there are special opportunities for study and service abroad. Study programs are offered in foreign languages, art, music, special education, history, political science, economics, geography, and sociology. Summer programs of study and service have in recent years taken students to Europe, Asia, the Near East, and Latin America.

D. Foreign Students Program. The Foreign Students Program provides services to all students who are citizens of other countries. The office assists in matters relating to admissions, personal and academic problems, financial aid, hospitality, housing, employment, and immigration.

E. International House. International House is a co-educational residence and academic program center for American and international students attending Illinois State University. The purpose of the House is to promote cultural interaction and international understanding among international and American students through social and educational programs. This setting provides opportunities to develop friendships and to encourage mutual respect among students of diverse backgrounds and cultures through the experience of living and learning with their contemporaries.

VII. UNIVERSITY SERVICE OFFICES

1. Admissions and Records

The Office of Admissions and Records, located in Hovey 201, includes the following areas: Admissions, School and College Relations, Records, Registration, and Orientation.

A. Admissions. The Office of Admissions serves all prospective students, former Illinois State students, and faculty. Applications including freshman, transfer, and graduate, are processed and evaluated in the Admissions Office. The Admissions area also provides information about the University through pamphlets, brochures, and admissions counseling services.

B. School and College Relations. The School and College Relations area of the Admissions and Records Office provides information concerning the educational opportunities available at Illinois State University. Visits are made to high schools and junior colleges throughout the state. Special articulation meetings for high school and junior college personnel are regularly held on campus and are sponsored by the School and College Relations area.

C. Records. The Records Office is responsible for maintaining the permanent academic record for each student. Questions about academic records are released in accordance with the student Records Policy. Official transcripts can be obtained by paying $1 per transcript at the Cashier's Office on the first floor of Hovey and by present-

ing the receipt at the Records Office. Transcripts can also be obtained through the mail.

D. Registration. The Registration Office is responsible for enrolling all new and current students in the course work that is approved by the student's academic advisor.

E. Orientation. The Orientation Office conducts the PREVIEW — ISU program each summer for transfer and freshman students who are entering the Fall semester. In addition, orientation programs are conducted for students entering in the Spring semester.

2. Affirmative Action

The Affirmative Action Office, Hovey 401, is responsible for monitoring and maintaining the University's standards on Affirmative Action. (See the Affirmative Action Policy earlier in this chapter.) The office emphasizes the recruitment of minorities, the retention of minorities, and goal attainment for minorities. Students and staff alike are a part of this program.

3. Alumni Services

Through the Alumni Office, the Alumni Association, the alumni clubs, former students maintain contact with one another and the University. The Alumni Office keeps records on file for more than 40,000 alumni and serves as their headquarters when they are on campus. The Alumni Register is distributed to all alumni periodically by the association. The association plans Founders' Day, class reunions, hospitality rooms at conventions, alumni meetings, the annual alumni luncheons at commencement and Homecoming.

4. Development Office

The Development Office is responsible for creating and carrying out a long range program to expand voluntary support of the University. Through this program, the Development Office hopes to help ISU become an even more creative and progressive force in higher education. Examples of Development-supported activities are scholarships, fellowships, research grants, equipment, and special buildings and facilities not funded by the legislature.

5. Electronics Services

Electronic Services, located in Room 207 of the General Services Building, provides maintenance and repair of university-owned electronic equipment such as tape recorders, projectors, turntables audio equipment, video recorders, cameras-television sets and the cable system. Office machine equipment, typewriters, calculators, adding machines, etc. are also serviced.

The Public Address Department in the same area provides service for P.A. systems through University Events. Faculty members and student organizations may arrange for portable lecturns, microphones, etc. directly through the P.A. Department.

6. Environmental Health and Safety

The Office of Environmental Health and Safety is responsible for the coordination and administration of the University health and environmental safety programs through the Office of the Secretary of the University. Personnel within this office actively contribute to the development of policies relative to all phases of fire protection, accident prevention, emergency communication and warning systems, radiation safety, traffic, and parking. This office is involved in gathering data relative to all phases of environmental safety, analyzing and interpreting these data, recommending corrective measures on safety hazards, and recommending policies to the administration. The office has the responsibility of working with the personnel involved in implementation, maintenance, and enforcement of adopted policies.

7. Health Service

The University Health Service is located in the Rachel Cooper Wing of Fairchild Hall. Facilities available include a well-equipped general outpatient clinic and a modern infirmary. Facilities of the Health Service are available on a regular basis to students registered for 12 or more hours during a semester, or four or more hours during the summer session, and for all graduate assistants who have accepted a fee waiver offered regardless of hours taken. Services are available to Pre-Session students. Dependents of students are not eligible for medical service through the University Health Service. Emergency medical services are available 24 hours a day except for scheduled vacation periods.

Health services available to faculty members are limited to pre-employment physical examinations, emergency treatment for injuries covered by the Illinois Workmen's Compensation Act, and certain authorized immunizations. Pre-employment physical examinations are scheduled through the University Personnel Office by department chairpersons while the person is on campus for his/her interview or as soon as possible following acceptance of appointment. All injuries to faculty members that occur on campus should be reported to the Health Service even though the seriousness of the injury requires that the individual be taken directly to a hospital for treatment. This action is necessary to protect the individual's right to medical benefits. Follow-up treatment for injuries sustained by a faculty member is the responsibility of the individual and his/her private physician.

8. Housing

Information concerning student and faculty housing can be found in their respective chapters.

9. Institutional Research and Computer Operation

Institutional Research and Computer Operation is responsible for providing computer services, to students, faculty, and administrative users. In this role, it provides institutional-research users with consulting service on projects for which computer programs are most appropriate. Users may wish to consult on statistical, simulation, or other projects they are undertaking. In addition, speakers, tours, and presentations on computer-related activities can be arranged through this office. A manual, which gives more complete information, is available. **Feedback,** a monthly publication, keeps the university community abreast of the activities of computer services. The Computer Society, composed of faculty, staff and others interested in the use of computers, meets regularly to hear speakers and to discuss current topics.

Institutional Research and Computer Operation is also responsible for the specific research necessary to making institutional planning effective. This function entails such activities as external reporting for the University, the processing and the dissemination of information, the development of program budgeting and other administrative decision-making tools, the development of administrative systems, and ad hoc studies to facilitate the operation of the University and its various constituents.

10. Insurance

The University Insurance Office administers the insurance policies on both employees and students, along with handling the insurance needs of the university's property and equipment. Detailed information concerning health and life insurance policies and regulations for employees and students can be found in the "Student Life" and "Faculty Life" chapters.

11. Library

Milner Library contains more than 600,000 volumes, 200,000 maps and other cartographic items, 32,000 reels of microfilm, 600,000 microcards, microfishes, and microprint sheets, 8,500 phonograph records, and 4,500 subscriptions to periodicals.

Descriptions and lists of the resources and services of the Library are published in a number of sources. A **Library Handbook for Faculty and Graduate Students,** and a **Library Handbook for Students** are revised frequently. A **Periodicals Directory,** which lists the Library's holdings, is published annually. Copies are available in the office of all academic departments. A **Keyword-in-Context Index to Theses and Dissertations** provides both an index and annotations to all graduate theses completed at Illinois State University, and a **Guide to Microform Series in the Library** has been prepared to help readers to use these materials.

Resources of other libraries are available to graduate students and members of the faculty in a number of ways. The Library is a part of a teletype network connecting the major libraries in the United States, a courier service delivers books to and from the University of Illinois Library twice weekly, the Library is a member of the Center for Research Libraries and the John Crerar Library associates, and state-wide borower's cards are available for the use of any of the 12 state university libraries in Illinois.

A new six-floor library building now under construction is scheduled for completion in 1975.

12. Measurement and Evaluation Service

The Measurement and Evaluation Service will process answer sheets (Opscan) for scoring and will provide a computer printout and/or punch card output of the results when requested. An item analysis is available in which responses to each item are tabulated, and item difficulty and discrimination indices are computed. A booklet containing detailed information on these related services can be obtained by inquiring at East Gate Hall 115.

In addition to the test scoring described in the first paragraph, Opscan sheets can be used to collect research data. This data can be transferred to punched cards or magnetic tape for further analysis. Departments or instructors may want to use Opscan sheets for course evaluations.

There is a program available that accumulates points throughout the semester for those instructors who use Opscan answer sheets.

Students may obtain information and registration forms for the following tests in East Gate Hall 115: NTE, ACT, GRE, TOEFL, SAT, GSFLT, ATGSB, LSAT, MCAT, English Usage and Miller's Analogy.

In addition, students may receive information regarding the Constitution Test and the College Level Examination Program (CLEP) at the same office.

13. Media Services

Media Services represents the merger of Audio-Visual Services, Learning Laboratories and Instructional Television Services. A consolidation of these areas was completed to provide one centralized source for most media requests serving the campus and community; more efficient use of personnel, equipment and materials; and more

widespread use of media to solve instructional and informational problems. Media Services has been organized into the production and/or service functions listed below:

A. Administration Unit: All types of audiovisual equipment along with prepared materials such as films, filmstrips, records and audio tapes are circulated for general campus use through this unit.

B. Graphic Productions Unit: Assistance is provided in this area for planning, designing, scripting, story boarding, editing, and refining all types of materials for audiovisual productions.

C. Audio Production Unit: Tape recording, duplication, narration, and slide synchronization programs are available through this unit.

D. Learning Labs Unit: This area includes a Pyramid information and retrieval system in DeGarmo Hall allowing students to obtain a copy of a program within a few seconds and completely control the presentation; a Learning Resource Center allowing for self-paced study through the use of audiovisual equipment; and an audiovisual equipment laboratory housing self-paced instructional packages on the operation of audiovisual equipment for faculty and student use.

E. Television Unit: A closed-circuit television cable system links more than 35 classroom buildings and dormitories along with a direct connection to Tele-Cable, the community cablevision company serving Bloomington-Normal. The Television Unit has four instructional channels along with five channels from Peoria and Champaign-Urbana. Media Services' Television Unit provides video support for courses, educational observations, and training through employment opportunities for students interested in communications.

All functions of Media Services except the television studio and the DeGarmo Pyramid system are now located in the former University Union building.

14. Placement

The University maintains an active placement program to aid graduating seniors and alumni who are seeking positions. To do this, Placement keeps informed about the current requirements and personnel needs of schools, businesses, and governmental agencies. The office also tries to keep in touch with graduates to assist them in securing positions of responsibility commensurate with their experience and success. All graduates who desire professional and financial advancement should update their Placement credentials each year.

15. Public Affairs

The Office of Public Affairs has responsibility for the News Service, Publications Service, Mail Service, Photographic Service, Printing Services, Telecommunications, Radio Station WGLT/fm, Television 10 News, Vidette student newspaper and student radio station WILN.

The relationship with the Vidette is for fiscal accountability, while editorial content is the responsibility of student directors. The same situation applies to radio station WILN, although programming is subject to Federal Communications Commission guidelines.

Each of these departments has its own office and the director or supervisor reports to the Director of Public Affairs.

A. Mail Service. The University Mail Service makes two deliveries and pick-ups daily, Monday through Friday, from all buildings designated as mail stops for the University. The Mail Service in the General Services Building is open each Saturday from 7 a.m. until noon.

Eight campus mailboxes are located on the campus for use by faculty, staff, and students. Mail from these boxes is picked up twice daily, Monday through Friday.

All official University outgoing mail will be mailed, at University expense, in the following classes: Registered, Insured, Certified, First Class, Air Mail, Second Class, Third Class, Fourth Class and United Parcel. No C.O.D. personal mail will be received or mailed by the University Mail Service. Official University mail must carry a return campus address.

Personal U.S. mail sent by individuals must be pre-postaged by the sender. Personal letters with no postage affixed will be returned to the sender if the sender can be identified. Otherwise, the mail will be retained at the Mail Service until properly identified in writing by the sender. Mail to be forwarded for former faculty and staff is the responsibility of the secretarial staff of each department. The University will not pay additional postage to forward such mail. For further information please contact the Mail Service.

The mailing of letters or printed materials to promote attendance or the sale of tickets for workshops, conference, clinics, entertainment presentations, athletic events, play, and other special events where funds are available from student fees or other sources will ordinarily be charged to the sponsoring office or organization. Further information about such mailings, particularly in the event of new projects, should be discussed with the Mail Service or the Director of Public Affairs.

Postage coin machines are available at the University Union lobby shop and in Hovey Hall. A special outdoor U.S. Postage service is available at the south side of Turner Hall at College and Kingsley Streets 24 hours a day. Bulk mail and material for second and third class mailing must

be taken to the Mail Service. Faculty, staff, and student distributions of mimeographed or printed notices should be taken to the Mail Service. Students are not permitted to use the Mail Service for personal surveys for class work.

Authorization for the mailing of University publications not heretofore approved for mailing must be secured from the Director of Public Affairs. The University Mail Service has facilities for wrapping packages from faculty departments, and offices for University business, although mailing labels must be supplied by the department or office sending the package. This service is not available for personal packages. Boxes are not available for packing large quantities of books or merchandise.

Delivery of paper orders and printing from the University Printing Service will be delivered by Mail Service in accordance with procedures approved by the Director of Public Affairs.

B. News and Publications Service. The News Service provides information, photographs, and, in certain cases, television newsclips to newspapers and radio and television stations. Assistance in publicizing events and achievements is available by calling or stopping by the News Service. The News Service also operates News Hotline, a 24-hour-a-day telephone news service, at 436-8371.

The Publications Service provides editing and design services for publications, including catalogs, brochures, and flyers, which are intended primarily for off-campus audiences.

The News and Publications Service regularly publishes communications for staff members and their families. These include the UNIVERSITY REPORT, a weekly news bulletin; ISU LIFE, a monthly tabloid newspaper sent to the home; ILLINOIS QUARTERLY, a publication of scholarly endeavor; REDBIRD I-VIEWS, a sports publication issued weekly during the major sports season; and various kinds of information, including maps, campus guides, and illustrated campus booklets. Information about campus publications is available in the News and Publications Service Office in Hovey Hall.

C. Photographic Service. Photographic work for University departments and individuals is available at the Photographic Service in the General Services Building. A variety of services is open to students, staff, and faculty at a reasonable cost. These include processing and printing of both color and black and white pictures for research and other departmental or individual purposes, and motion picture coverage of athletics and other major events for instructional as well as promotional uses. Enlargements for exhibits and displays are produced by the Photographic Service. Framing and mounting services are also available. Color film processing and printing including slides and motion pictures, are handled for many University departments and individuals at a special rate available to the University through commercial vendors. New projects involving large amounts of photographic materials or time should be planned in advance with the Director of Photographic Services and/or the Director of Public Affairs and a clear understanding of the cost and method of financing should be reached in advance of the actual work.

D. Printing Services. The University Printing Services maintains offices in three locations for reproduction of materials, plus copying services in the Library, room 102.

Requests must be made on forms supplied by Printing Services, have an account number, and designed by the proper fiscal agent. A charge is made for all materials and service. Payment is made by transfer of funds in the Comptroller's Office. Special agencies, educational organizations with an ISU representative, and individuals, may have materials printed if the work is educationally related. Payment is to be made when material is picked up. A written release is required to reproduce copyrighted materials. Locations of copy centers are:

1. **General Services Building** Room 2: All reproduction needs first should be planned with the production manager to eliminate needless work and expense. At this time a cost estimate will be given if requested.

University funded materials requiring copy editing and/or design must be approved or produced by Publication Services (401 Hovey). This office will often absorb the cost for off-campus mailings.

Camera ready material may be brought into the office or sent by campus mail. 3M or Itek Camera Direct (high quality) or Rapid Print (low to medium quality) is used. Production time for routine jobs varies from one to four days, with delivery twice daily from GSV. Paper stock, copier supplies, and related paper items are available from this location. Please use Paper Supplies Order Forms signed by the fiscal agent.

2. **Rapid Print Copy Center** 109 Hovey Hall: Printing done from typed sheets or sheets with line drawings. Low to medium quality, not recommended for off-campus use. Limited to 300 copies, one or two sides and collating for up to 100 copies. Except for a large number of masters, one or two-day service.

3. **DeGarmo Duplicating Center** Room 3: New Rapid Print service available at this location.

Xerox, collators and staplers available for faculty, staff and students. Limited spirit duplicator and mimeograph available for faculty and staff use only. Spirit and mimeo machines for students are available in the Student Association offices.

E. Radio.

1. **WGLT** is a non-commercial FM radio station at 91.7 on the dial licensed to Illinois State University to provide a broad educational-cultural program service to the surrounding community. Operated by a small staff of full-time professionals and qualified students, WGLT broadcasts a variety of programs from the National Public Radio tape network, from various other educational stations and foreign countries, and many locally produced programs including discussions of vital issues, cultural events, and individual as well as series of programs dealing with specialized subject matter in different academic areas. All faculty are encouraged to consider use of the radio staff and facilities located in Cook Hall to provide direct instructional materials, supplementary materials, and announcements of special events of interest to the campus and community.

2. **WILN** is a duly registered student organization which provides a daily program service to the dormitories via a carrier-current radio signal. The staff of WILN is composed of student volunteers, many of whom are enrolled in broadcasting courses. Faculty are encouraged to consider WILN as a means of communicating with the students in the dormitories.

F. Telephone Services. Telephone services of all kinds for faculty, staff, and students are handled by the Office of Telecommunications. These services include all campus telephone services, switchboard operation, data sets, computerlinks, teletypewriters, radio loops, tele-lectures, and other kinds of telecommunications services. Plans for any or all of these services in new facilities are generated by this office. All orders for service are prepared by this office. All communication between the University and the operating companies is channeled through this office. All billing for such services is processed for payment in this office.

1. **University Telephone System.** The University is served by a telephone system known as Unitrex. Unitrex allows each University instrument to function as the equivalent of a residence or business telephone. All University extensions may be reached from any point outside the campus either through local or toll service.

The University Switchboard Office is in operation 24 hours a day, seven days each week. Any questions about telecommunication services on campus should be submitted to the Office of Telecommunications, 108 Cook Hall, phone 436-6631.

2. **Administrative Telephone Service.** Complete unrestricted telephone service is provided for all administrative areas on campus. Records must be kept in each area on the placement of toll cards so that the billing statement can be approved by the head of the area at the end of the month.

3. **Faculty Telephone Service.** The University provides four-party telephone service to all faculty members. These phones are restricted from toll. Calls may be made to any phone on campus or in the community. Faculty who need to make a toll call on University business may ask the University operator to place the call after approval has been obtained from their department chairperson. Collect calls may not be accepted at any time.

4. **Student Telephone Service.** The University provides four-party telephone service to each student room in the residence halls. The student may place and receive calls from the local community. Students may also receive long distance calls in their rooms provided such calls are not collect. Long distance toll service is a privilege available to students providing they individually apply for the service from the phone company. When proper application is made to the business office of the telephone company, a student toll identification number will be assigned and long distance calls made by the student will be billed to the assigned number. The student toll identification number is a six-digit number and is not associated with the room telephone number. Billings are mailed once a month to the student. Payments are to be made promptly to the Bloomington business office of General Telephone Company.

G. Television 10 News. Television 10 News is a nightly half-hour program of Bloomington-Normal news presented to the community through the cooperation of the local cable television system. The news director holds a joint appointment as a member of the Public Affairs staff and as an instructor in Information Sciences. The producer is also an instructor and students working in news or production assignments earn academic credit for their work. Media Services also cooperates in the program, which is produced live in the campus television studio.

16. Department of Public Safety

The Department of Public Safety, consisting of the Police Division, Parking Services Division, and Student Aides Unit, provides for the protection of person and property and makes available many services for the welfare of the University

community. The success of the Public Safety operation is highly dependent on the cooperation received from the entire community.

A. Police Division. This division is staffed with police officers operating under State of Illinois statute giving them authority to enforce university regulations, state and federal law and municipal ordinances. Members of the university community are encouraged to cooperate in the following ways:

1. Report immediately all vehicle accidents occurring on University property, and all accidents involving state-owned vehicles, regardless of where the accident occurs.

2. Report immediately all fires, however small.

3. Report immediately any information you may possess concerning violations of University rules and regulations or city, state, or federal law.

4. Accept a challenge to your identity in situations involving security of persons or buildings.

5. Recognize enforcement of University parking and traffic violations.

B. Parking Services Division. Parking at ISU is coordinated by the Office of Parking Services, 204 General Services Building. Vehicles must be registered and properly display a current decal to park in University parking lots during hours of restricted parking. Visitors and guests may park at no charge after securing parking permits at the Parking Services Office, or the Office of the Department of Public Safety after hours and on weekends. Parking lots have color coded signs which correspond with the color of the decal and indicate which lots are to be used. Lack of space in a lot does not justify illegal parking. All members of the University community should be familiar with the following regulations regarding vehicle registration, parking, and use.

The responsibility for having knowledge of all public laws and University rules and regulations concerning the use of a vehicle lies solely with the operator of the vehicle. Ignorance of these laws, rules and regulations does not relieve the individual from liability of penalties. Illinois State University assumes no responsibility or liability for loss or damage to any vehicle. Details of University vehicle regulations are available for all faculty, students and staff at the Parking Services Division, 204 General Services Building.

1. Registration. a. Motor Vehicles: All student vehicles occupying University parking facilities must have a parking decal. The decal is obtained by registering the vehicle at the Parking Services Office. This registration includes payment of the required fee. Such registration must be completed immediately upon bringing the vehicle on campus. A valid decal indicating registration must be affixed to the vehicle in the prescribed manner. Providing false information when registering a vehicle, or applying for a parking permit, or failure to report changes which could affect registration can result in revocation of all vehicle privileges and referral to the appropriate University authorities.

b. Bicycles. All bicycles must be registered with the Town of Normal as required by local ordinance. All bicycles operated on campus must also be registered with the Parking Services Office. A University decal will be provided to the operator. This decal must be properly displayed on the bicycle.

2. Parking. a. Automobiles, Trucks: University parking lots and other campus areas are restricted according to posted conditions. Vehicles parked on University parking lots must have a current parking decal properly affixed and must be parked in the designated manner. The responsibility for finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of regulations.

b. Motorcycles: Motorcycles displaying a parking decal must be parked in areas designated for motorcycle parking. Motorcycles must observe all rules and regulations which apply to motor vehicles.

c. Bicycles: All bicycles will be parked only in designated parking facilities where racks are provided for them.

3. Use. a. Motor Vehicles: All motor vehicles operated on or adjoining the campus are subject to the rules and regulations of the Illinois Motor Vehicle Code and local ordinances.

b. Bicycles: When ridden on public streets and on campus drives, bicycles are subject to all traffic regulations which apply to motor vehicles (Article 2, Section 24, of the Illinois Motor Vehicle Code). Bicycles are not to be ridden on sidewalks. Bicycles may be walked on sidewalks. Persons violating bicycle regulations may lose the privilege of using a bicycle on campus.

4. Violations and Penalties. Fines are levied in lieu of University disciplinary action for specific violations. The person in whose name the vehicle is registered is responsible for any violations which occur involving the vehicle. An individual not meeting such responsibility is subject to University regulations covering unpaid University accounts. Detailed information regarding these penalties is available from the Parking Service Office.

5. A Parking Appeals Board consisting of faculty, civil service, and student representatives hears appeals of any person who wishes to contest

a violation notice. Information about the appeal process is available in the Parking Services Office.

6. Visitor Parking. All visitors to the Illinois State University campus will be afforded parking courtesies upon application to the Office of Parking Services.

7. Parking and Traffic Committee. The Parking Committee consists of three faculty members, three civil service staff members, three student members, and one non-voting administrative representative. All members are nominated by the Academic Senate and appointed by the President. The Committee, among its other responsibilities, is vested with the responsibility of recommending revisions in these regulations.

C. Student Aide Unit. This unit is staffed with university students in a non-enforcement capacity to render those services not necessarily requiring a Public Safety Officer, such as patrolling for safety hazards, escorting visitors, and other approved assignments.

17. Student Advising and Counseling Services

The University operates many advising and counseling services. These include: academic advising, clinical counseling, a reading laboratory, a reading study center, a speech and hearing clinic, and a writing center. Details are in the "Student Life" chapter.

18. University Events

University Events is responsible for the scheduling of all non-classroom uses of University facilities, and it maintains a schedule of all campus events as an information service to those planning events, whether sponsored by campus groups or other organizations. The office assists in the planning of conferences, workshops, clinics, and activities and provides for the use of support equipment such as public address and audio-visual equipment. University Events also notifies Electronic Services, Media Services, News and Publications, Department of Public Safety, and Physical Plant when additional services are necessary to facilitate the event.

Conference folders, name tags, house managers and ushers, projector operators, and stagehands may be secured from the office at cost.

19. University Foundation

The Illinois State University Foundation is a not-for-profit corporation chartered by the State of Illinois for the sole purpose of assisting and promoting Illinois State University. The Foundation provides support by inviting, receiving, holding, investing and administering gifts, grants and loans which enhance the regular activities of the University. The Foundation solicits and receives both restricted and unrestricted gifts. The Foundation is governed by a Board of Directors, the officers and agents of which cannot be University employees or officers.

20. University Union and Auditorium

The main purposes of the University Union and Auditorium are to extend and complement the educational goals of the University and to provide educational programs, recreational opportunities and special services. The Union plays an important role in providing facilities for students, faculty, alumni, and community friends of the University to meet and interact in an atmosphere designed to enhance intellectual social and cultural growth.

A. Facilities and Services. As a center for University activities, the University Union and Auditorium provides unique surroundings to the total University community. In order to maximize use of the University Union and Auditorium facilities, policies and regulations have been established by the University Union Board and the administrative staff of the Union. Detailed information concerning these policies and regulations can be obtained from the Reservation Office, first level concourse.

Regular meal service is offered daily in the University Union according to a schedule which is available in the Reservation Office.

The University Union and Auditorium facalities are also available for educational conference use. Arrangements for rooms and banquets can be made at the Reservation Office, first level concourse.

B. The Union Board. The Union Board, composed of students and faculty, is charged with service in an advisory capacity to the Director of the University Union and Auditorium and is directly responsible for programming recreational and educational activities in the Union. The University Union Board, in consultation with the Director of the Union, is responsible for reviewing and recommending revision for building policy.

CHAPTER THREE

Student Life

I. STUDENT HOUSING INFORMATION

1. General Housing Regulations

A. University Housing accommodations are available to students without regard to race, creed or national origin. Discrimination on the basis of race, creed, or national origin by landlords renting to students will result in the immediate removal of their advertisement from University listings.

B. All students living in University housing are subject both to the University regulations pertaining to housing contracts and to the written house policies of their specific units. The Residence Hall Handbook outlines these in detail.

C. All single, full-time (seven or more semester hours) undergraduate students must reside in University-operated Residence Halls for their first four (4) semesters in attendance at this University. Transfer students (classified by the Office of Administrations and Records as sophomores or juniors) must reside in the University-operated Residence Halls for two (2) semesters.

Prior to the beginning of the semester for which they are contracting, students, for one semester at a time, may request an exemption to the housing requirements. Forms for requesting an exemption may be secured at the University Housing Office. Each request will be reviewed and acted upon by the Housing Office. Exemptions will be based upon guidelines relating to proximity of home to the campus, living with relatives (grandparent, brother, sister, uncle, or aunt who have a permanent residence in this area), and other pertinent considerations. Special consideration will also be given to applications for exemption from students who present evidence of plans to live in fraternities, sororities, and cooperative houses which meet the criterion of being non-commercial and which were in existence and had met the standards of the Town of Normal as of January 1, 1973.

In the event that University Residence Halls are filled, the Director of Housing may make temporary adjustments to current policy for the purpose of accommodating students who would otherwise be unable to attend the University. The duration of the temporary adjustment will depend upon the availability of Residence Hall space.

An Off Campus Housing Appeals Committee, consisting of four members, two staff and two students, representing the Counseling Service, Financial Aids, and Student Government performs the function of activating a Hearing, if a student desires to appeal a decision concerning his/her petition for an exemption.

D. In accordance with University Residence Hall Policy, students in a University residence hall are responsible for and will be charged for abusive damages and theft of University property in the public areas of their residence hall. Exact areas of responsibility within each hall are determined by the Area Manager, with advice from the student government. The University Physical Plant Personnel assists in assessing the cause of damage and/or estimation of repair costs. The room damage deposit of $15.00 does not apply to proration damage assessments to public areas.

E. A University student is responsible for an action or a behavior which takes place in his contracted room, whether or not the student is present.

F. For security reasons, a request for a key core change is instituted twenty-four hours after a room key is reported missing. The cost of a core replacement is $15.00.

G. Students in residence halls may make one mid-semester room change during an academic year at no cost. For additional room changes during a semester there is a $15.00 charge.

2. Contracts

A. A University Housing Contract is required of all students residing in University Residence Halls.

B. Students are responsible for all financial stipulations stated in the Housing Contract at the time the Contract is signed by both parties.

C. A Housing Contract may be voided after the beginning of any semester if the student is excluded from the University, or if the student is unable to fulfill the terms of the room contract for reasons of health supported by written medical evidence. If a contract has been cancelled because of medical reasons and the housing requirement has not been previously met, the student must complete a petition form each semester. A Housing Contract may be voided by the Housing Office if a student is removed from the Residence Halls for violations of general University and/or Residence Hall regulations as determined by SCERB Hearing procedures.

3. Open-House and Intervisitation

Student residence units may sponsor open houses. An open house is a group social occasion with

a specific purpose and with provision made for the reception of the public at large, or invited guests. An open house is established at times chosen by the respective residence unit student government, floor or total hall, and must not extend beyond the established securing hour. These are planned in cooperation with an Assistant Area Manager.

Intervisitation privileges are pre-determined for each residence hall. Students elect their option by contractual agreement.

The designation of the visitation rights and privileges which will prevail in residence halls during 1974-75 has been determined by the University Housing Office and responsible student government officers. Living styles have been designed to compliment visitation designations.

4. Room Entry and Search

Any University official, student, faculty or staff whom the Board of Regents or the President has vested with such authority shall abide by the following procedures pursuant to entering and searching student occupied rooms with the understanding that this procedure in no way limits bona fide law enforcement officials from lawful search.

A. No room shall be entered without knocking.

B. In the absence of occupants, rooms will be entered only in an emergency or for maintenance, repair, or safety inspection as authorized by the University, but not in routine search for evidence of violation of University Regulations.

C. In situations where there are reasonable grounds to believe that a violation is occurring which tends to disrupt the peace, endangers the safety of the building or any of its occupants, or which is a violation of University or state regulations, and the student occupant is either absent or refuses permission to enter the room to a residence hall staff member, the following procedure may be employed: the staff member will request an Assistant Area Manager or an Area Manager or any other professional staff member to accompany him when entering the room in order to establish the fact of violation or restore the peace. It is recognized that these situations will be rare, and such entry will be made only after normal entry procedures have been attempted.

D. Personal belongings of students may not be routinely searched. In situations where there are reasonable grounds to believe a violation has occurred, authorized University personnel (staff members) may ask students involved to allow a search of their personal belongings. If the student chooses not to assist in this manner, a University officer must obtain a search warrant in order to further the investigation.

E. Students will be given a receipt for all belongings removed following a search. These belongings will be returned when it is lawful to do so, after a disposition of the case by appropriate authorities.

F. In an emergency, it may be neither safe nor possible to follow the procedures regarding room entry and search outlined above. These exceptions will be rare and will include only situations where, in the judgment of the Assistant Area Manager or the Area Manager, an imminent danger to the safety of the building and/or its occupants exists.

5. Student Self-Regulated Hours and Security of University Residence Halls

A. Consistent with the philosophy of self-direction, students determine for themselves the hours which they will keep. Students may enter or leave University Residence Halls at their discretion provided they follow established procedures.

1. To protect persons and property, all University Residence Halls are secured from 11:45 p.m. to 7 a.m. Sunday through Thursday nights and from 12:45 a.m. to 7 a.m. on Friday and Saturday nights. Appropriate announcements are made throughout the halls at the securing hour. All persons in a building, who are not residents of that hall, are required to register their presence with the Residence Hall Attendant. They must be escorted at all times.

2. A student must use only the official entry door during the time the building is secured.

3. Residence Hall Attendants are responsible for closing and opening the officially designated entry doors of University-owned residence halls during these hours. The International House utilizes a key lock system for use by residents after securing hours.

4. Students living in Residence Halls must show their University Identification Card and Residence Hall Identification to the Residence Hall Attendant on duty, to be admitted to their Residence Hall after the buildings have been secured. In the event that the specified identification is not available, other proof of identity must be verified against the current roster of residents before entry can be obtained.

B. Guests may enter the Residence Halls after securing hours by presenting a valid University guest registration card verifying proper registration. This registration may take place anytime during the day prior to securing hours. The foregoing pertains to overnight guests and to visitation guests remaining beyond securing hours.

C. In halls with restricted guest hours, guests of the opposite sex must leave the living areas by announced securing hours. Public areas of the

hall may be designated by the Student Government to be used by resident and host for visiting privileges after securing hours.

D. A resident may not register more than three guests at any given time unless prior arrangements have been made with the Assistant Area Manager. Overnight guests may not be registered for more than three consecutive nights in residence halls. All guests must be re-registered each 24-hour period.

E. A guest in a University housing facility must abide by the house policies of that specific unit. Residents are responsible for their guest's behavior.

F. All students are urged to report an overnight absence, giving the address or telephone number at which they may be reached or giving the name of someone who will know how to locate them in the event of an emergency.

II. STUDENT ACTIVITIES AND ORGANIZATIONS

The University recognizes the role which organized activities serve in enlarging the educational experience of the members of the University community. The University encourages students to participate in programs provided by these organizations. The faculty directly assist many student organizations by voluntarily serving as organization consultants.

The Office of the Coordinator of Student Activities assists students in planning, implementing, and evaluating their social, educational, cultural, and recreational programs.

1. Registration of Organizations

A. Registration results from annual compliance with the conditions stated below and does not directly or indirectly imply Illinois State University approval of the organization or its activities. Organizations which choose to register must secure registration from the Coordinator of Student Activities in order to take advantage of the privileges accorded registered student organizations by the University.

B. In order to be registered the officers of an organization must file the following in the Office of the Coordinator of Student Activities:

1. One typed or printed copy of the organization's current constitution and by-laws and those of any related regional or national organization or organizations.

2. A list of the organization's officers and the dates of their terms of office.

3. A statement that the members or any participants are full or part-time Illinois State University students, faculty, staff, or their immediate families. Certain departmentally sponsored professional organizations, religious organizations, or organizationally invited resource persons are excluded from this condition.

4. A statement that the organization's purposes and activities are not in conflict with the purposes and regulations of Illinois State University or with state or federal laws.

C. Registered organizations have the following privileges:

1. Use of campus duplicating services.

2. Use of Campus bulletin boards.

3. Use of campus mail.

4. Solicitation for funds on campus under organization name.

5. Solicitation of memberships on campus under organization name.

6. Preferential use of University facilities, including reduced rates where they apply, after academic needs of the University have been met.

7. Pre-calendaring and calendaring events.

8. Receipt of University publications which can assist in their work.

9. Use of the organization communications and mail center maintained in the Student Activities Office.

D. An organization in existence in the spring semester can keep its registration in effect for the following school year unless changes have been made in the organization's purposes and/or constitution. Any changes should be on record in the Student Activities Office. Forms and information pertaining to re-registration are mailed out before the spring semester ends.

E. Any organization may withdraw its registration at any time by mailing a written notice to the Office of the Coordinator of Student Activities. The withdrawal must be signed by the officers. Disposition of organizational funds, if any, and certification that there are no outstanding debts, must acompany the withdrawal. The date of the receipt of the letter of withdrawal is the effective date of the cancellation of registration.

F. Failing to pre-register automatically terminates a given registration at the end of the Spring semester.

G. Registration of an organization may be suspended through the Office of the Coordinator of Student Activities for failure to meet conditions or registration during the school year.

H. All persons seeking information about specific student organizations and/or their leadership personnel should inquire at the Student Activities Office.

2. Guidelines for Allocation of Apportionment Board Funds

A. A requesting organization must be registered in accordance with the University registration procedures and expected to expend funds via a fiscal agent who is an ISU administrative official, as authorized by the Student Activities Office and the Office of Student Affairs.

B. A requesting organization/activity must provide the student body with educational, cultural, or recreational programming which:

1. Uses allocated funds only for the direct support of student and University programs and activities which are consistent with the educational goals and purposes of the institution, or

2. Is of benefit primarily to the student sector of the University community.

C. An organization which has been granted funds must maintain acceptable bookkeeping records. All applicable regulations of the University and of the Board of Regents and all applicable laws shall be observed in obligating and expending funds appropriated to an organization/activity.

D. Requesting organizations/activities shall have an open membership on the basis of race, color, creed, sex, and national origin, and shall not provide:

1. Financial support to political parties, individual political candidates, or direct lobbying efforts;

2. Support to any private person, group, association, or business;

3. Support to or nurture any type of religious worship or sectarian belief;

4. Support for events which are primarily social in nature, e.g., parties;

5. In most instances, employment of faculty or civil service personnel;

6. For payment of faculty or civil service professional dues;

7. Gifts for advisors and participating members; for food service except:

a. When associated with off-campus trips

b. When directly associated with business of the organization or activity, or

When otherwise authorized by the Apportionment Board

E. The interpretation of the above rules shall be made by the Apportionment Board or its designated agent.

3. Fiscal Agents

As one means of promoting positive student faculty extra class interaction, all registered organizations receiving student fees are required to have a fiscal agent. The fiscal agent will be designated by the mutual consent of the Student Activities Office and the Office of Student Affairs. Organizations are no longer required to have a consultant. Those organizations wishing to continue to have a consultant are encouraged to do so.

The University expects fiscal agents to:

A. Sign appropriate University forms such as those for the organization's requests for events and facilities and the registration of visiting speakers and lecturers.

B. Sign for organization's use of campus duplicating facilities.

C. Sign financial vouchers when their organization is spending money they have received directly from the University.

D. Sign appropriate forms for the use by their organization of University buses or cars.

4. Organization Financial Regulations

A. Registered organizations may solicit funds or conduct sales or other fund raising projects. Prior permission for a facility must be obtained from the appropriate office. Student organizations are urged to calendar their fund raising project in advance with the Coordinator of Student Activities in order to avoid conflicts between organizations. If organizations have questions regarding fund raising projects, the Coordinator of Student Activities will assist.

B. No unregistered organization and no individual may solicit funds or conduct sales on campus except in residence halls or the University Union. However, special approval must be obtained in advance from the Director of the University Union, or, in the case of residence halls, from the Director of Housing before soliciting or sales can actually take place in these buildings.

C. With the exception of those organizations receiving monies from the Activities and General Service Fee and which are required to have all monies with the University cashier, registered organizations are expected to keep their money in off-campus institutions.

5. Scheduling Organization Meetings and Events

A. The Office of the Coordinator of Student Activities facilitates the scheduling of routine business meetings and the special events of all registered student organizations. All requests for such events are submitted on the "Request for Event and University Facility ISU" forms which are available at the Office of the Coordinator of Student Activities or the University Events office.

B. For routine business meetings, the specific dates for each meeting should be listed in the

space under No. 5 on the "Request" form, and the only requesting organization signatures needed are those of the officer (No. 8) and the organization's fiscal agent (No. 9) when applicable. The "Request" form is then taken directly to either the Union Reservation Office if Union facilities are desired, or to the Coordinator of University Events office if other campus facilities are desired. An organization can consider its meeting properly cleared upon receipt of its copy of the "Request" form.

C. Special Events will require the Coordinator of Student Activities signature (No. 7) in addition to the appropriate signature under Nos. 8 and 9. With the exception of residence halls, all registered groups will receive their copy in their mail box located in the Student Activities Office. Each residence hall receives its campus mail at the hall. Although events can be scheduled throughout the school year, for best results registered organizations should take advantage of the pre-calendaring period conducted in the second half of each spring semester. It is at that time that the organizations have the largest selection of times, places, and dates for their events to be held next year. The actual pre-calendaring period is announced early each spring.

D. Office of the Coordinator of Student Activities should be notified as soon as possible of any cancellation or change in time of a calendared event, whether business meeting or social event. Failure to do so represents a serious lack of consideration to the student body as well as to other organizations.

E. Although there are a few times during the year when last-minute scheduling is necessary, it is expected that the planning of an event using University facilities will be accomplished at least ten days prior to the event. This means that the "Request" forms should be in the Office of the Coordinator of the University Events at least ten dasy before the event.

6. Social Events

A. Activities sponsored by Illinois State University organizations should be for currently enrolled ISU students or their personal guests. When felt desirable by a registered organization, this may be extended to currently enrolled students from other colleges, faculty, alumni, and those who receive a written invitation from the sponsoring group. Attendance may be further restricted if the sponsoring organization so desires. Persons desiring admission to Illinois State University student social events must be able to meet one of the following conditions:

1. Be able to produce a current and valid student identification card issued by a college.

2. Have a written invitation extended to them by the organization.

3. Be a personal guest in the company of a currently enrolled ISU student.

4. Be considered a faculty guest.

B. An organization should:

1. Sponsor such events as are appropriate to their reason for existence.

2. See that possible points of entrance to an event has an admission charge are adequately staffed for evaluation purposes during the entire duration of the event.

3. Provide a hand stamp or some other means of identifying people admitted in the instance they leave but may return to the event.

4. Obtain fire marshal personnel from the ISU Office of the Department of Public Safety when conducting a large social event. The University Union requires that security service be employed for all dances in the Union. (Arrangements may be made in the Reservation Office.)

C. Student organizations are encouraged to invite faculty and staff as guests to their social events and should extend all appropriate courtesies to them.

III. STUDENT RIGHTS AND RESPONSIBILITIES

1. General Regulations

University regulations apply to a student whenever he/she is on University property or attending a class. The University assesses disciplinary sanctions only for violation of its own regulations.

A. Written or other work which a student submits in a course must be the product of his/her own efforts: Plagiarism, cheating, or other forms of academic dishonesty are prohibited.

B. A student shall not furnish false or misleading information to University officials or on official University records nor shall he/she alter such records.

C. A student shall take no action which disrupts or tends to disrupt the peace or which endangers or tends to endanger the safety, health, or life of any person.

D. A student shall take no action which damages or tends to damage public property or private property not his own without the consent of the owner or the person legally responsible for it.

E. A student shall not appropriate for his/her own use public property or private property not his/her own without the consent of the owner or the person legally responsible for it.

F. A student shall not possess or use any of the narcotic or hallucinogenic drugs in either refined

or crude form except under the direction of a licensed physician. No student shall sell or give such drugs to any other person.

G. A student or visitor may not purchase, consume, or possess any alcoholic beverages except under the following condition: Students and/or their guests classified by the state of Illinois as being of legal age for purchase, consumption, and possession of certain alcoholic beverages may possess or consume, but not purchase or sell such beverages within the confines of their own apartment or individual room or the apartment or room of their host/hostess. These individuals may transport such beverages to and from these areas providing the beverage is sealed. Other specific areas in residence units may be designated for legal possession and consumption of alcohol by the Office of University Housing. No person shall sell or give any alcoholic beverages to any person not of legal age for possession or consumption of such beverages.

H. A student shall not possess or use firearms or explosive devices.

I. A student is responsible for making certain that his financial obligations to the University are met.

J. A student must observe the rules relating to the use of campus buildings and other University owned, operated, or approved facilities and services.

K. A student must follow oral or written instructions which are consistent with the intent of the University Handbook given to him/her by any University official, student, faculty, or staff, whom the Board of Regents or President has vested with such authority.

A student attending a function as an official representative of the University, is expected to follow "Guidelines for Individual Action" and abide by applicable state and local laws. At all times and places a student is subject to public laws, which the Department of Public Safety among other law enforcement agencies, is empowered to enforce.

2. Student Code Enforcement and Review Board (SCERB)

A. Membership. Membership of SCERB consists of seven voting members: three students, three faculty members, and a Chairperson. In addition, three students and three faculty members are non-voting alternate members. The Executive Secretary will be a member without vote.

1. The Academic Senate nominates members to serve on SCERB. The seven voting members are appointed by the President of the University. The President designates the Chairperson. Student members are appointed annually at the beginning of the second semester and serve until June of the following year. Faculty are appointed for three-year staggered terms. The Chairperson is appointed for one year.

2. The six alternate members shall be selected from University Hearing Panels and shall be designated as Alternates to serve on SCERB. In the absence of a regular member of SCERB, the chairperson shall appoint from the Alternates, a person to serve temporarily as a voting member. The temporary appointment must have the same standing in the University community (student or faculty) as the absent member of SCERB.

B. A quorum shall consist of two students and two faculty members of SCERB.

C. In the absence of the Chairperson, the members of SCERB shall elect a temporary Chairperson.

Powers and Fulnctions

A. SCERB shall supervise the enforcement of Student Life ISU.

1. It may delegate responsibility for enforcement of particular regulations to judicial units or other agencies of the Unversity.

2. SCERB shall designate the jurisdiction of and approve the procedures used by any unit or agency to which it delegates responsibility.

B. SCERB shall establish the basic procedures and shall supervise and coordinate the work of all judicial agencies.

C. SCERB shall have the authority to review the actions of a University Hearing Committee or an Administrative Review Committee when a student appeals the decision of such a Hearing committee. Students receiving sanctions have ten days from the termination of the original hearing to appeal. A written appeal must be received by SCERB on or before the tenth day. See Hearing Committees, Appeal Process, of this chapter.

D. Hearing Committees' recommendations of Suspension or Dismissal are automatically reviewed by SCERB to insure procedural fairness.

E. SCERB shall review rules and regulations affecting students established on the recommendation of any University agency to detrmine if such rules and regulations are consistent with the philosophy and intent of this booklet.

F. SCERB shall prepare an annual report summarizing its own activities and those of other judicial agencies. The report shall be submitted to the President and the Academic Senate.

Meetings

Generally, meetings of SCERB are open to members of the University community; however, closed or executive sesisons will be held when it is in the best interest of the individual or individuals involved.

Closed or executive sessions will be ordered by SCERB in the following circumstances:

1. Review of highly personal matters; or
2. Consideration of confidential communications; or
3. Deliberations regarding appeals, reinstatements and grievance; or
4. Whenever proceedings are so disruptive as to prevent or seriously hinder its orderly function.

3. Student Grievance Committee

SCERB has established the Student Grievance Committee which shall hear grievances concerning individual members of the academic community, and, when appropriate, seek redress through recommendations to SCERB. A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the academic community which in any way adversely affects the status, rights, or privileges of any member of the student body. A student must seek redress within 90 days of the alleged grievance. The burden of proof shall rest with the person making the complaint.

Membership

The members of the Student Grievance Committee shall be:

A. Four students and four faculty members appointed by the President upon recommendation of SCERB. Faculty are appointed for three-year staggered terms. Students are appointed on an annual basis. Undergraduate students serving on this committee must be full-time students. Graduate students must have been admitted to an authorized advanced degree or credential program.

B. The Executive Secretary will be a member without vote.

C. Four alternates, two students, and two faculty, are appointed by the President upon the recommendation of SCERB.

D. Should a committee member be unable to hear a particular case, for any reason, an alternate shall be appointed to serve for the course of the particular grievance. Such an alternate should have the same status, student or faculty, as the regular member.

Procedure

Informal discussion between persons directly involved in a grievance is essential in the early stages of the dispute and should be encouraged at all stages. An equitable solution to the problem should be sought before the respective persons directly involved in the case have assumed official or public positions that might tend to polarize the dispute and render a solution more difficult. If a problem still exists after discussion, the student should bring his complaint to the attention of the department chairperson, administrative officer, or staff supervisor. Where informal recourse fails, the student may file a petition in writing to the Student Grievance Committee, accompanied by available documentary evidence.

A. The Committee, prior to sitting as a whole to arrive at judgment, shall arrange for a swift and comprehensive investigation of the matter under consideration. It shall then decide, on the basis of written statements presented by the complainant and preliminary discussions with the aggrieved, whether or not it will accept written statements in lieu of personal appearances by witnesses. If the Committee decides that there are not sufficient grounds to hear a case and closes the case, it shall notify the complainant and respondent in writing as to the reasons for its actions.

B. Either party to the hearing may request of the Chairperson that any member or members of the Committee be excluded from consideration of the case. Such a request must be for cause and brought to the Chairperson's attention at the first step in the hearing. In the event a member is disqualified by the Chairperson from consideration of a case, a replacement shall be appointed.

C. If the Committee determines that the case merits further consideration, the parties involved shall be informed in writing, consulted as to the possibility of correcting the situation, and, if a hearing is still required, be advised in writing of the scheduled time and place of the hearing.

D. At the hearing the complainant, persons directly involved, and witnesses may testify and be questioned by the oposite party and Committee members. Only evidence presented in the hearings may be considered in the final judgment.

F. Any member of the Comittee may at any time disqualify himself/herself permanently from the Committee or from consideration of any given case or cases, in which event a replacement shall be appointed to fill the balance of the term or such consideration of those cases.

F. A record of the hearing, tape recorded or otherwise preserved, shall be preserved for reference and review for thirty (30) days after SCERB makes its final recommendations.

G. Final recommendations of the Committee are forwarded to SCERB for final action.

H. Either party may appeal the decision of the Committee to SCERB. Such an appeal must be in written form and received within ten working days of the Committee's final report to SCERB.

I. SCERB shall transmit recommendations in

each case to the appropriate person or agency. A copy of all recommendations will go to the President and to the Academic Senate.

4. University Hearing Panels

University Hearing Panels have been established by SCERB to assume responsibility for the enforcement of general regulations.

Membership

A. Residence Halls may appoint one member to the University Hearing Panel for each 200 students living in a specific hall.

1. Panel members shall be selected by a screening committee consisting of two members of the elected hall government, two panel members not returning or from another Area and the faculty or staff advisor to the Hall or Area government.

2. To be considered for membership on a University Hearing Panel, residents of the hall submit a petition to the screening committee.

3. New members shall be selected each February.

4. Appointments are for a one-year period. Reapplication is necessary each year if a person wishes to remain on the panel.

B. In addition to the University Hearing Panel members from the residence halls, the Academic Senate shall nominate eight faculty members at large and eight students from off-campus housing. Apointments are by the President.

1. The screening committee is comprised of a faculty member and student member from SCERB and a faculty member and a student member from the Student Affairs Committee of the Academic Senate.

2. New members shall be selected in February.

3. Faculty appontments are for a two-year period. Reappointment is necessary if the person wishes to remain on the panel.

4. Off-campus student appointments are for a one-year period. Reappointment is necessary if the person wishes to remain on the panel.

C. SCERB reserves the right to authorize increases in the number of University Hearing Panel members by the established process outlined above.

Powers and Functions

University Hearing Panels, through hearing committees, shall have the power to hold hearings and impose sanctions consistent with the University Handbook. Sanctions of suspension and dismissal are automatically reviewed by SCERB for procedural fairness.

5. Hearing Committees

A student accused of violating any of the general regulations, shall normally have his case heard before a hearing committee.

A. Hearing Committees will consist of three members, including a chairperson.

B. Hearing Committees shall hear cases involving students accused of violating the general regulations of the University.

C. Arrangements for all University Hearing Committees will be made by the Executive Secretary of SCERB or his designated representative.

1. The student whose case is being heard has the right to decide if the members of his/her hearing committee will be faculty, students, or both. The student may request that particular members of the Panel not be assigned to his case and if reasonably possible such requests will be honored.

2. No Panel member who has had personal involvement or has special interest in the case may serve on a particular Hearing Committee.

D. Procedures

1. It shall be the responsibility of the University Official facilitating or bringing the charges to investigate alleged violations of University regulations, to inform the student of his rights and responsibilities, and to submit a statement of each case to the Executive Secretary of SCERB for scheduling.

2. If in the judgment of a professional staff member of the Counseling Service, the hearing of a case should be postponed pending counseling, the staff member may submit such a recommendation to SCERB. In every instance a statement of the case will be prepared.

3. The Executive Secretary or a designated representative, authorized by SCERB, serves as a consultant without vote to each hearing committee. The student may request that a particular consultant not be assigned to the committee hearin his case and if reasonably possible such requests will be honored.

4. Members of the Academic community may act as observers of hearing proceedings, at the discretion of the student involved. The Committee may not enter into discussion or vote on a case.

E. Confidentiality of Hearings: All cases reviewed by Hearing Committees are considered to be confidential. The two following principles are intended to insure this confidentiality. Deviation from these principles is considered in rare instances and then only when mutually agreed to by the involved student and the Hearing Committee.

1. A number is assigned to the student ap-

pearing before a Hearing Comimttee which is used in lieu of the student's name.

2. Hearings involve only the students accused of violating regulations, that student's advisor, and witnesses called by the Committee hearing the case.

F. Record of Hearings: All Hearing Committees shall tape the proceedings conducted at the hearing. Each tape shall be preserved for ten days folowing the Panel's decision. Such tapes shall be made available to SCERB if it hears an appeal of the case. If no appeal is received within the prescribed time, the tape shall be erased.

1. Parental notification shall be left to the complete discretion of the student. Only upon a written authorization and consent from the student can the SCERB Hearing Committee inform the student's parents of the sanctions imposed.

2. SCERB maintains administrative records of all cases heard by Hearing Committees.

a. Information in these records is confidential. Only persons authorized by SCERB may have access to these records.

b. The records maintained by SCERB shall be destroyed two years after the date of a student's return to good standing in the University.

G. Appeal Process:

1. Decisions of a Hearing Committee may be appealed by the student to SCERB. A written appeal must be received within ten working days of the Committee's decision. Any appeal must be based on one or more of the following grounds:

a. The student must present new relevant evidence which was not reasonably possible to obtain at the time of the hearing.

b. The student must set forth specific facts to support the allegation that the decision of the hearing panel was not consistent with the intent or provisions of the University Handbook.

c. The student must demonstrate that procedures during the investigation and/or hearing substantially prejudiced the decision of the hearing.

H. Disposition of an Appeal: Should SCERB accept an appeal, the chairperson shall appoint an Appeal Commission. The Appeal Commission shall consist of one faculty member and one student member of SCERB. The duty of the Appeal Commission shall be to investigate each appeal and make recommendations to SCERB.

1. If the Appeal Commission finds that the student has presented new relevant evidence which was not reasonably possible to obtain at the time of the original hearing, it will reconvene the original hearing committee, if possible, to review the original decision on the basis of new evidence. If the original hearing panel cannot be reconvened, another panel will be appointed.

2. Any decision of SCERB may be appealed to the President of the University through his designated representative. Such an appeal must be received within 10 working days of SCERB's decision.

6. Procedural Rights

The preferred means of developing student conduct are counseling, guidance, admonition, and example. The disciplinary process is designed to assist a student to re-evaluate his behavior when these preferred means fail. The disciplinary power of the University is inherent in its responsibility to preserve its educational purposes and processes through regulations of the use of its facilities and through the setting of standards of behavior and scholarship for members of the University community. The University will observe the following procedures to protect the student from unfair imposition of sanctions during the disciplinary process.

A. Disciplinary proceedings are instituted only for violation of University regulations established in advance and published in a place generally accessible to students. Sanctions imposed for violation of a regulation must bear a reasonable relationship to the violation.

B. University officials search premises which students occupy and personal possessions of students in accordance with the procedures outlined in the chapter on student housing information.

C. University officials detecting or arresting students in the course of violations of University regulations shall inform such students of their rights before bringing charges.

D. In conducting investigations of violations of University regulations, University officials shall respect the right of the individual to refuse to testify against himself.

E. Pending action on charges of violating a University regulation or pending final disposition of any appeal, the status of a student shall not be altered, nor shall his/her right to be present on the campus to attend classes be suspended, except for reasons relating to the welfare of the individual or safety of others.

F. University officials shall inform students in writing of the reasons for any proposed disciplinary action with sufficient particularity and in sufficient time to insure that the student has an op-

portunity to prepare for the hearing of any charges.

G. To assist him in preparing for a hearing which may lead to disciplinary action and to assist the student at such a hearing, a student may choose an advisor from only the academic community. An individual member of the academic community, however, may not be required to serve as an advisor.

H. A student who is accused of violating a University regulation may plead guilty or may have his/her guilt or innocence determined by a Hearing Committee.

1. If admitting guilt, the student has a right to appear to explain extenuating or mitigating circumstances and to have character witnesses.

2. If denying guilt, the burden of proof rests upon the person making the accusation. The accused student has an opportunity to appear and explain, to present evidence and witnesses, and to hear and question adverse witnesses. The Hearing Committee does not consider statements against a student unless he/she is advised of their content and the names of those who made them, and unless he is given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

3. Whether a student pleads guilty or his guilt is determined by a Hearing Committee, the Committee admits only properly acquired evidence and the Committee's decision is based solely upon matters introduced at the hearing. Appropriate disciplinary sanctions shall be set by the Hearing Committee.

I. A Student may elect not to appear before the Hearing Committee reviewing his/her case, but prior to the hearing the student must notify the Executive Secretary of SCERB or his/her intentions. For just cause the Hearing Committee may require the presence of the student.

J. A student may appeal a Hearing Committee's decision to SCERB and from SCERB to the President of the University through his/her designated representative.

7. Disciplinary Sanctions Available

A. Clearance is an official statement to the student that he/she has not been found in violation of University regulations.

B. Technical Violation is an official statement to the student that he/she has violated the letter, but not the spirit, of a University regulation.

C. Censure is an official statement to the student that he/she has violated a University regulation. It is intended to communicate most strongly both disapproval and reprimand by the University community.

D. Disciplinary Probation is an encumbrance upon the student's good standing in the University. Any subsequent violations of University regulations during the probationary period will be evaluated within the context of the student's probationary status and may result in Disciplinary Suspension. A Hearing Committee may set a date after which the student is automatically returned to good standing.

E. Disciplinary Suspension establishes a fixed period of time during which the student may not participate in any academic or other activities of the University. At the end of the suspension period, the student may be readmitted only upon recommendation of SCERB which may require the student to appear before a Hearing Committee, prior to making its recommendation.

F. Disciplinary Dismissal denies the student the right to participate in any academic or other activities of the University for an unspecified time. Only under the most unusual circumstances will a dismissed student be readmitted, and then only upon the recommendation of SCERB, which may require the student to appear before a Hearing Committee, prior to making its recommendation.

G. Failing Grades may be recommended by a Hearing Committee after consultation with an instructor or imposed directly by an instructor in whose course a student has committed plagiarism on written work or who has cheated on an examination. In addition, the Hearing Committee may assess any of the other sanctions listed herein.

H. For failure to meet financial obligations to the University, a student may be prohibited from registering. After a student has fulfilled the financial obligation he/she may be permitted to register.

I. Hearing Committees may assess other sanctions for violations of University regulations. Such sanctions must bear a reasonable relations to the offense for which the sanction is imposed.

8. Temporary Medical Withdrawal

In unusual and extraordinary circumstances where the emotional and/or physical welfare of the student and/or elements of the University community are in jeopardy and after all reasonable resources of the University have been exercised, then it may become necessary to take steps separating the individual temporarily from the University community. Under such circumstances and with medical consultation, the University, through the President, reserves the right to exercise its responsibility to take such actions as may be required. SCERB shall be informed of such actions.

9. Chapter Review and Revisions

SCERB, among its other responsibilities, is vested with the responsibility for reviewing and recommending revisions of this section of this Handbook.

IV. STUDENT SERVICES AND SERVICE OFFICES

1. Academic Advisement

The function of the academic adviser is to assist students in the selection of appropriate courses, to provide needed information regarding University curriculum and academic policies, to work with students whose academic achievement is unsatisfactory, and, when needed, to refer students to other University services. Each summer, entering freshmen receive academic advisement in connection with the Preview ISU program. During the freshman year, students are advised in the Academic Advisement Office. Most sophomores are also advised by staff members of the Academic Advisement Office. Juniors and seniors have as advisers selected faculty members of their departments. Further information may be obtained from the Academic Advisement Office, located in Moulton Hall.

2. Health Service

The University Health Service is located in the Rachel Cooper Wing of Fairchild Hall. Facilities available include a well-equipped general outpatient clinic and a modern infirmary. Facilities of the Health Service are available on a regular basis to students registered for 12 or more hours during a semester, or four or more hours during the summer session, and for all graduate assistants who have accepted a fee waiver offered regardless of hours taken. Services are available to Pre-Session students who were eligible during the previous semester. Emergency service (i.e., first aid) is available to other members of the University community for injuries sustained on campus. Dependents of students are not eligible for medical service through the University Health Service.

All students eligible to receive health services, except those registering only for Summer Session, are required to file with the Health Service on or prior to their first registration, a health history which includes verified results of a T.B. skin test or chest x-ray accomplished within the preceding year. Forms for these purposes are provided by the Health Service.

The University Health Service does not issue excuses to students for class absences. Instructors who require verification of student absences for medical reasons should communicate directly with the Health Service.

The cost of most services provided in the Rachel Cooper University Health Center are partially paid through a health fee collected at registration. Occasionally it becomes necessary to refer a student to specialists not on the staff for treatment. Costs of the first visit to a specialist are also handled by these fees if authorized in writing by a Health Service physician. Other costs for off-campus service must be assumed by the student or his/her insurance.

Health Service hours are stated in a Health Service brochure and are posted at the entrance of the Health Center. Medical services are available 24 hours a day except for scheduled vacation periods.

Students have the option of using the Health Center except in cases where it has been determined that the health of fellow students is involved. In such cases the Health Service must be involved. Students seeking off-campus medical care which is not covered in the student insurance program must be prepared to assume responsibility for the cost of such services. A major medical accident and sickness policy in which all full-time students participate supplements the services normally available through the University Health Service. For details, contact the University Insurance Office, Hovey Hall 102.

Students are encouraged to use the Health Service during clinic hours. In addition to walk-in care, appointments may be obtained by calling 436-5402. A "special" Health Service brochure prepared by the Student Health Advisory Committee is available to all students.

3. Insurance

A. All full-time students of Illinois State University have coverage, both on and off campus, for major medical expenses incurred as a result of accidents and illnesses. To pay for this coverage, an insurance fee is assessed all full-time students at the time of registration. This insurance plan protects all participating students twenty-four hours a day effective from the day the student completes registration or the opening day of oficial registration, whichever is later each session, and continues through the last day of registration for each subsequent session. Details of benefits are available from the Office of University Insurance, Hovey Hall.

B. An extension of coverage to include the summer months may be obtained by all graduating seniors and by students who are eligible to enroll in the University for the next academic year. Applications for summer coverage must be made at the Office of University Insurance prior to the end of the spring semester.

C. Dependents of insured students may also be

insured by applying at the office of University Insurance and paying the required premium within ten days after the first day of regularly scheduled classes each semester or the eight-week summer session.

D. Claim procedures in the event of illness or injury to persons covered are as follows: A student, if at the University, should report as soon as possible to the University Health Service for medical aid and advice. If away from the University, students should consult a physician and notify the Office of University Insurance as soon as possible. Dependents will seek medical aid from a private physician. All persons, both students and dependents, will process their claims through the Office of University Insurance, ISU, Normal, Illinois 61761. Claim forms and instructions on claim procedures are available in this office. IT IS THE STUDENT'S RESPONSIBILITY TO FURNISH THE OFFICE OF UNIVERSITY INSURANCE WITH THE COMPLETED CLAIM FORM AND ITEMIZED STATEMENTS FOR ALL EXPENSES INCURRED. Notification of injury or sickness must be made to the Office of University Insurance within 20 days after the date of accident or date of first treatment for sickness. Bills for which the benefit is to be paid must be submitted within 90 days of the date of treatment.

4. Reading-Study Skills Service

The Reading-Study Skills Service offers individualized instruction to students to increase their efficiency in reading and/or study skills. Specific skills emphasized include reading rate and comprehension, skimming and scanning, test taking, word recognition and vocabulary, time management, notetaking, spelling and reading in content areas.

Interested individuals should come to Schroeder Hall, Room 210, or call 436-7100 to arrange a conference with an instructor. During the initial conference the individual and an instructor will evaluate the individual's needs and mutually plan a course of study. The length of instruction is flexible since it depends on the individual's needs, interests and abilities. Individuals are urged, however, to begin at the start of the semester if they wish to apply their skills to their coursework.

No fee is required and no credit is given.

5. Speech and Hearing Clinic

As the laboratory for the academic programs in Speech Pathology and Audiology, the Speech and Hearing Clinic is able to provide clinical services to ISU students and to faculty and staff and their families. Services include evaluation and therapy for speech and language disorders, hearing evaluations, hearing aid consultation, auditory rehabilitation, and speech reading. Prospective clients may phone the clinic at 438-8641 for an initial interview.

6. Student Association

Every student is a member of the Student Association and retains the right to use any services it maintains. The Tenant Union staff aids students with on and off campus housing problems. The Council on Consumer Affairs handles complaints against negotiations with local businessmen. The Ride Exchange is a referral service aiding students seeking either rides or riders for out-of-town trips. The University Affairs Officer is an ombudsman who aids students with problems concerning various aspects of the University. Free legal assistance is available to any student. In some instances the lawyer will also take the case to court. A bail fund is an available resource in an emergency.

The Assembly is the legislative arm of the Student Association. Assembly members, as elected representatives of the student body, are open to suggestions and criticisms from students at large. Students also have representation on the Academic Senate, the University's governing body concerning academic affairs. The Association of Residence Halls is the representative body for residence hall students. Panhellenic Council is the governing body for sorority members and the Inter-Fraternity Council is the governing body for fraternity members. Other representative organizations include the Black Affairs Council and the Married Students Association.

7. Student Counseling Center

The Student Counseling Center consists of a group of professional people whose purpose is to (1) listen to students' feelings and concerns and (2) help them deal with these feelings and concerns to make their college years as productive, rewarding and satisfying as possible. Modern life and contemporary education have grown so complex that most students at some time or other have concerns which need to be shared and worked out with an experienced professional person. Many students come to the SCC for assistance with academic, vocational, and/or personal matters. Counseling staff interact with students in a non-judgmental, unbiased manner by assisting them in examining their circumstances, in making their own decisions, and in developing their own satisfactory values and life styles. The SCC staff recognize that each student has needs, feelings, and concerns that are unique to his/her own personal life.

Two major emphases of the SCC are individual and group assistance. Other emphases of the SCC

relate to development and implementation of programs which both anticipate and respond to student needs, consultation to specific university groups, and specialized training for selected students who function in helping roles with other students.

Students take the initiative in making arrangements for obtaining counseling or other services. Appointments can be made by phoning 438-3655 or by visiting the Center located at DeGarmo Hall, Room 56. If necessary, students can receive immediate assistance without delay. Students may request a particular staff member or may state a preference for a male or female counselor. All counseling is offered free of charge, is on a voluntary basis, and is held confidential unless the student involved asks that others be informed.

8. Student Financial Aids

The objective of the Student Financial Aids Office is to help students obtain the financial resources needed to pursue their education at ISU. The Financial Aids Office administers and coordinates funds from several sources — the Federal Government, the State of Illinois, the University and some private organizations and agencies.

Most programs must be administered on a financial "need" basis. "Need" is established through the submission of several forms including the Family Financial Statement (FFS) processed by the American College Testing Service (ACT). The information provided on the FFS will be analyzed and processed according to nationally standardized procedures designed to insure consistancy and equity. An estimate of the family's ability to contribute toward the cost of education is derived from the FFS. The underlying principal of financial aid programs is that the family (the student and his parents) is the primary source of funding for education. Financial Aid is designed to supplement what the student and/or his family can reasonably be expected to provide.

Financial aid may be of various types — grants/scholarships, long term loans and employment. Very often, financial aid program funds will be "packaged" (combining more than one type of aid) to meet the need of a student.

Following is a listing of Federal and State programs available to eligible ISU students: National Direct Student Loan, Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant, College Work Study Program, Law Enforcement Education Program, Veterans Educational benefits through the G.I. Bill, Social Security Educational benefits, Illinois State Scholarship Commission Monetary Award, Illinois Guaranteed Loan, Illinois Military Scholarship.

The Student Employment area of the Financial Aids Office serves as a referral agency for students in the Work-Study and other University employment programs. Students are placed according to their ability, skills, schedules, and available jobs. Work-Study jobs are available to qualified students on the basis of financial need and skill required for the job. Faculty with approved, budgeted openings for student employees should list the openings with the Student Employment Section in the Financial Aids Office. Faculty can learn more about the federal work-study program through this office.

The University also utilizes limited scholarship and student employment programs.

Emergency loans may be available through the short term loan program.

Application procedures vary with the different programs. It is the responsibility of the applicant to plan ahead and to contact the Office of Student Financial Aids for details and deadlines, e.g., March 1, for most fall programs. Professional financial aid counselors are available to assist students and their families to make sound choices relative to their college education and its costs. The office is located in 208 Hovey Hall.

9. Writing Center

Any student, including a graduating student, may receive assistance with writing problems. The student and a tutor arrange mutually convenient times for tutoring sessions. The Center is located in Stevenson 341. Appointments may be made by calling 436-7094, or the English Office at 438-3667. (The Center is expected to open the first week in September.)

V. INCOMPLETES AND WITHDRAWALS FROM THE UNIVERSITY

1. Incompletes

An I (incomplete) will be given to a student who is doing passing work but who, because of illness or other justifiable reasons, finds it impossible to complete the work by the end of the semester or session. Unless the student has been in class to within three weeks of the close of the semester or one week of the close of the summer season, and the quality of his work is such that he can complete it through special assignments and examinations, incompletes are not given. Incompletes sought for reasons other than illness must be approved by the Assistant to the Dean of the University in the academic advising office. Incompletes should be cleared through the next semester or

session a student is in school and cannot be cleared after one year has passed.

2. Withdrawal From University

A student who wants to withdraw from all courses should initiate a withdrawal from the University in the Office of Admissions and Records. In case of accident or illness, which would make withdrawal in the regular way impossible, a letter signed by the student and sent to the Office of Admissions and Records explaining the situation will be sufficient.

Regardless of the circumstances of withdrawal, the student is responsible for returning any laboratory equipment or library materials. The student should pay any parking fines and remove the parking decal from any registered vehicle. The student must also contact the Housing office to obtain clearance for room and board obligations and to arrange for vacating the residence hall room. The student should arrange with the Financial Aids office to place any scholarship on leave or cancel it and arrange a payment plan for any loans.

A grade of F will be given to a student who withdraws from all courses without initiating a withdrawal with the Admissions and Records office.

In unusual and extraordinary circumstances where the emotional and/or physical welfare of the student and/or elements of the University community are in jeopardy and after all reasonable resources of the University have been exercised, then it may become necessary to take steps separating the individual temporarily from the University community. Under such circumstances, and with medical consultation, the University, through the President, reserves the right to exercise its responsibility to take such actions as may be required. SCERB shall be informed of such actions.

CHAPTER FOUR

Faculty Life

I. APPOINTMENT-PROMOTION-TENURE-SALARY SYSTEM

Two guiding principles underlie the University system on matters of appointment, promotion, tenure, and salary recommendations for faculty members: (1) faculty involvement in professional evaluation; and (2) reward for merit of individual faculty members on the basis of teaching, research, and service. Appointments to a faculty position at Illinois State University shall be made without regard to race, religion, sex, political views or affiliations, or national origin.

1. Appointments

Each department chairperson in consultation with his/her faculty, is primarily responsible for recruitment of new staff members. All new appointments are approved by the Dean of the University upon recommendation by the appropriate department of chairperson and college dean. The letter of appointment for a new faculty member designates whether the appointment is permanent or temporary as well as the rank, salary, and maximum probationary period before the person is to be considered for tenure. All faculty appointments are confirmed by the Board of Regents and are not final until approved by the Board.

The following material is especially important to new faculty members. Persons newly appointed to the faculty are invited to attend a meeting before the opening of fall classes. This meeting provides an opportunity for a new faculty member to become acquainted with other new faculty members and to meet some of the administrative officials of the University who will provide some orientation to Illinois State University. Prior to the opening of the semester in which a new faculty member is to begin teaching, he/she should take care of those routine details which complete the apointment officially. Each new faculty member who has not yet completed a physical examination should make an appointment through the Personnel Office to have the physical examination completed. Each faculty member must supply to the Payroll Office information for income tax withholding purposes, both federal and state. Each person who has not supplied official transcripts of his new academic work should arrange to do so as soon as possible. This is particularly important to a new faculty member whose appointment is contingent upon the completion of a degree or a specified amount of academic work. It would be helpful if each new faculty member would check with his/her departmental office concerning the availability of supplies, materials, and services needed for effectiveness in teaching.

A. Employment of Relatives. When the employment of more than one member of the same family occurs at an institution, the relationship is noted in the President's report to the Board of Regents. The relationship is also noted when tenure is recommended for any faculty member if another member of his/her family is employed at the University. Family members are defined as spouses, parents, and children.

B. Moving Expenses of New Faculty. If a candidate accepts a position and signs a contract for a regular academic year, moving expenses may be paid according to the following statement of policy. New faculty members will receive an allowance for moving of one-half of their actual moving expenses or $1,500, whichever is less. Payments are made only after the candidate has moved to the Bloomington-Normal community and has entered upon his assignment. The following regulations apply: (1) if professional movers are used, receipts must be submitted, and insurance fees may be included; (2) reimbursement may include the cost of renting a trailer or truck, but not the cost of installing hitches or other devices to the towing automobile; (3) reimbursement may include mileage at 10 cents per mile to pull a trailer to the faculty member's new home if no other hauling method is used; (4) distance from Normal will be determined by concentric circles on a map; (5) reimbursement may not include personal and family travel expenses connected with the move; (6) items which are not reimbursed include furniture storage fees, repairs to auto and trailer involved in moving, and repeated auto trips to move a few things at a time; (7) if more than one member of the same household is employed to teach, reimbursement shall be allowed as if only one person was employed to teach; (8) persons employed to teach less than full time will not be reimbursed for moving expenses; and (9) receipts will be accepted in all cases where they are usually issued. Forms for moving expense reimbursement are available in the Office of the Secretary of the University.

C. Personnel Files. When a personnel file is first built it must contain an appointment/salary form, a sheet indicating signatures of the APT Committee and/or the signature of the department chairperson, a vita, at least three letters of recommendation one of which must be from the last

place of employment, an official transcript to justify rank, and the initial contract.

Other materials may be added at the explicit direction of either the Provost or the Secretary of the University. The files, with the general exception of recommendations, are open for review.

D. Physical Examination Policy. The following "Physical Examinations for University Personnel" policy was approved by the President on December 15, 1970, in response to a request for such a policy from the Board of Regents.

A. All regular employees (excluding student help) must complete a physical examination and the results must be filed with the employing institution. This physical examination should be completed before or as soon as practical after the beginning date of employment and in no event later than 90 days after employment begins. Under no circumstances may a person be given permanent employment before the results of the examination are received by the employing officer. If an employee fails to complete the physical examination within 90 days after his employment begins, the payroll warrants due him/her after this period shall be withheld until he/she completes such examination.

B. It is the duty of the health officer of the institution to submit to the employing officer his/her opinion as to whether the applicant or employee (1) is mentally, physically, and emotionally able to perform the duties of the position for which his services are proposed, and (2) has a physical, mental, or emotional condition which, in the judgment of the examining physician, will constitute a public health or other hazard to fellow employees and others with whom he/she may come in contact, and (3) has serious medical defects which are likely to prevent him from performing his duties in the foreseeable future.

C. The employing officer shall consider the results of the physical examination in determining whether or not the employee shall be given permanent employment.

D. Should at any time an employer question the employee's physical, mental, or emotional ability to continue to perform his or her assigned duties, the employee will be referred to the University Health Service with reasons therefor. The University Health Service shall then re-examine or arrange for the re-examination of the employee and submit to the employing officer an opinion as to the employee's continued employability.

The following understandings are part of the policy: (1) the reports of physical examinations for Civil Service personnel shall be reported to the Director of Personnel Services; (2) the reports of physical examinations for academic employees wil be made to the Dean of the University; (3) all full-time faculty members and those eligible part-time faculty members who wish to participate in the State Universities Retirement System must take physical examinations, but other part-time faculty members are not required to have the examination; (4) any faculty member who has any part of his/her assignment in the laboratory school must each year present evidence of freedom from tuberculosis; (5) if an academic employee fails to pass the physical examination satisfactorily, the Provost may restrict the appointment to one year and the physical condition will become a factor to be considered in any reappointment; and (6) each department chairperson shall encourage prospective faculty members to take the physical examination while on campus for interview or at some other time prior to the opening of the fall semester because of the heavy fall work load in the University Health Service.

E. Check-out Routine. Before leaving the University, faculty members who have either resigned or retired should check out with both their department chairpersons and the Secretary of the University. When checking out with the chairperson, faculty should return all tangible University-owned property used during the appointment at ISU.

2. Promotion

Promotions are initially recommended and justified by the department. Promotion of an assistant professor or asociate professor without the earned doctorate degree to associate professor or professor is limited to special or unusual circumstances involving outstanding faculty members and requires special action by the Board of Regents. Promotions at ISU are not automatic and are not based solely upon the completion of degree or credit hour requirements, which constitute only minimum requirements or qualifications for consideration.

A. Faculty Ranks. Appointment to a faculty at Illinois State University shall be without regard to race, religion, sex, political views or affiliations, or national origin. The usual ISU faculty ranks are Instructor, Assistant Professor, Associate Professor, and Professor. While promotion is not automatic, the following are general descriptions of each rank. A Professor, with very rare exceptions, holds an earned doctorate and has ordinarily demonstrated competence in both teaching and research over a period of years at this or another university. An Associate Professor, with rare exceptions, holds an earned doctorate

and has demonstrated instructional competence and scholarly research capability. An Assistant Professor may be a person who has recently completed a doctorate. An Instructor ordinarily has the master's degree and has completed some graduate course work toward a doctorate. Only the ranks of Professor, Associate Professor and Assistant Professor are tenured at Regency Universities.

On rare occasions the University honors faculty who have made outstanding contributions with the titles of Distinguished Professor or University Professor.

The University utilizes several other ranks for persons associated with the faculty: Lecturer, for persons with special competencies aside from formal education; Visiting Lecturer or Visiting Professor (all ranks of professor), for persons who may hold rank at or are working beyond retirement from another institution; Faculty Assistant, for persons who have completed the bachelor's but not the master's degree; Faculty Associate, for teachers in the University laboratory schools; Adjunct Professor, for persons who teach occasional classes, serve on special thesis or dissertation committees, or act as consultants for research projects but are not remunerated for their services; and, in appropriate circumstances, Research Assistant or Associate, Post-Doctoral Fellow, and Executive Assistant.

B. Appeals. In the event that decisions about salaries or promotions are considered inappropriate, faculty members may ask for review and reconsideration. The procedures for appeal are published annually by the Faculty Status Committee and are available in the departmental offices.

3. Tenure

Article IV, Section 5 of the **Governing Policy for the Regency Universities** and Article III of the ISU Constitution stipulate the general policies of the University regarding tenure, which conform with national AAUP policies. Tenure is not automatic. In order to achieve tenure, a staff member must serve the probationary period specified in his/her letter of appointment and be recommended for tenure by his/her department. Tenure recommendations are not final until approved by the Board of Regents. A person on leave during probation years postpones his/her date of consideration for tenure for each year of leave. The probationary period of this campus may not exceed seven years but may be reduced for members who have taught at other colleges or universities prior to coming to ISU. The minimum period of probationary service for any faculty member, however, is three years, unless an individual exception is made by the Board of Regents.

In December, 1973, the Academic Senate approved a statement which included the following criteria for tenure at Illinois State University. The statements below are the primary criteria considered important at Illinois State University in making a tenure recommendation.

A. Consideration for tenure is predicated upon receipt of a terminal degree or its equivalent in the discipline, as determined by the department and college, together with other professional qualifications and accomplishments, including teaching competence, in the candidate's field of academic endeavor.

B. There must be evidence of continuing high-quality performance during the probationary period. A reasonable guideline would be that a candidate should have consistently high ratings during the probationary period in teaching, scholarly productivity, and service, with teaching the most important.

Departments may elect to assign varying weights to each category of University service, under FSC guidelines, to reflect departmental missions. For a tenure recommendation to be made, it is understood that: (a) the overall pattern of quality teaching, scholarship, and service is considered; (b) when a judgment for tenure is made, there is an expectation that the high-quality performance will continue.

C. The candidate's academic specialty must be in keeping with the long-range goals of the department and the University if tenure is to be recommended.

D. The candidate must have demonstrated the capability to work responsibly and knowledgeably with colleagues toward the goals of the department and the University.

Exceptions to these criteria, while possible, will be rare. The Faculty Status Committee acknowledges the importance of an annual review of each faculty member during the probationary period which takes into account the overall record of the faculty member in relations to his assignment and considers all contributions of the faculty member to the academic community.

4. Salary Payment

A. Salary Checks. It is very important that all new faculty members and any faculty member whose tax status has changed fill out the proper withholding forms at the Payroll Office, Hovey 101.. New faculty must attend to this matter before they can be placed on the payroll. Checks are distributed at the departmental office on the last University business day of each month. By

signing authorization forms in the Payroll Office, faculty may arrange to have their checks deposited directly into any of several local banks.

B. Deductions. Mandatory deductions include federal income tax, state income tax, and, after a person's third year of employment, retirement. Retirement contributions are optional for the first three years of employment, but once employees have entered the retirement system they cannot leave it. Additional information pertaining to the University Retirement Plan may be obtained from the Personnel Office. There are also several voluntary deductions that might prove beneficial to faculty:

1. Dependent hospitalization and major medical insurance.

2. Life insurance. For additional information contact the Insurance Office.

3. Credit Union (for ISU Credit Union members). Membership allocations and enrollment cards may be obtained from the Credit Union Office.

4. U.S. Savings Bonds. Deduction cards should be filled out in the Payroll Office. Ordinarily the bonds will be mailed out within two weeks after payroll deduction.

5. ISU Foundation Contribution. Enrollment cards and information pertaining to the Foundation's activities and programs may be obtained from the Foundation Office.

6. United Fund. Each October the United Fund Drive is held at ISU for payroll deduction beginning in December and lasting through the following November.

7. Parking Fees. Enrollment must be made in September for deduction in five equal installments —September through January.

8. Tax Sheltered Annuities. A portion of the faculty member's gross (before taxes) may be deducted and sent to an insurance company for investment. See Insurance Office for details and enrollment.

9. Illinois Association of Higher Education (IAHE) dues.

5. State Universities Retirement System (SURS)

New employees may designate at the time of employment whether they wish to become members immediately, or after one, two, or three years of employment. Faculty are required to become members after three years of continuous employment. Employees who begin work after August 31st following their 68th birthday are not eligible to participate in the retirement program. Contributions of 8 per cent are deducted from the gross monthly earnings of each member. Employees of the state universities and colleges are not eligible for federal Social Security coverage; therefore, no Social Security taxes are withheld from earnings. A member who has had at least five years of service can qualify for retirement annuity at age 62; eight years or more qualifies at age 60, with reduced benefits at age 55. Mandatory retirement age is 68.

Disability benefits are available to a disabled employee who has at least two years of service credits and immediately if disability results from an accident. Disability benefits are payable upon termination of salary and benefit payment (i.e., sick leave, vacation) or on the 61st day after the last working day, whichever is later. The disabled employee is entitled to 50 per cent of whichever is greater, basic compensation on date disability occurs or average earnings during the 24 months immediately preceding disability. Disability benefits are payable until 50 per cent of the employee's total earnings while a member of SURS are received. Full retirement protection and service credit continue during disability even though the disabled employee makes no contribution to SUURS during this period.

Death and survivor's benefits to dependents of employees and retirees are available to a member who has one and one-half years of service (ten years if death occurs after termination of employment). Death benefits prior to retirement consist of $1,000 lump sum survivors' insurance, monthly survivors' annuity, and death benefit consisting of a refund of the members' contributions and interest.

A member may elect to receive a refund of all his/her contributions and interest upon his/her termination of employment. Pension credits in many public retirement systems in Illinois may be considered together at the time of retirement or death of an employee for the purposes of determing eligibility for benefits. Up to ten years of service for other public employment (i.e., military service, out-of-state service) can be acquired for retirement purposes. For more detailed information, booklets are available in the Personnel Office.

II. COURSE AND DEGREE WORK BY FACULTY

1. Faculty Enrollment in Courses

A faculty member who wishes to enroll in a course at the University should obtain a request form from the Office of the Secretary of the University. Approval of the faculty member's department chairperson is required. The request

form stipulates the restrictions contained in a resolution of the Board of Regents regarding faculty registration for courses. An employee who wishes to enroll for credit is responsible for completing admissions procedures and is expected to present the usual course prerequisites. In order to be eligible for fee exemption, the initial date of employment must be on or before the last regular day of registration. An ISU faculty member or administrator may enroll for credit with exemption from tuition and fees for no more than six semester hours per semester. A fully employed person may not enroll for more than two courses or six hours during any semester. If an ISU faculty member during one academic year has signed an ISU contract for the following academic year, he/she may have tuition and fees waived for a maximum of six hours during the intervening eight-week summer session and for one course during the pre-session. A faculty member fully employed during a summer session may not register for course work in that session.

2. Faculty Enrollment in Graduate Degree Programs

ISU faculty members who hold the rank of assistant professor or higher may not be admitted to or enrolled in a program leading to a graduate degree from the University. When an instructor, lecturer, faculty associate, or faculty assistant is enrolled in an ISU degree program, he/she shall not be a voting member or a candidate for any department or faculty office or be assigned to any duties which in any way might conflict with his/her role as a graduate student. These rules do not apply to faculty taking graduate courses but not engaged in work leading to a degree at this University.

III. CURRICULUM CHANGES

A faculty member who wishes to introduce a new course into the curriculum should submit a proposal to the department curriculum committee. A format to be followed in the preparation of this proposal has been developed by the University Curriculum Committee for undergraduate courses and by the Graduate Council for graduate courses and is available in departmental offices. If the department approves, the proposal is then considered by the college curriculum committee. College approved course proposals must be received by the University Curriculum Committee by October 1 (for undergraduate courses numbered 100, 200, or 300), or by the Graduate Council by July 1 (for graduate courses numbered 400 or 500) to be printed in the catalog for the folowing year. Program changes, such as for requirements for majors and minors, and new programs, follow the same route for action by the University Curriculum Committee, the Academic Senate, the Provost, the President, and eventually, when appropriate, the Board of Regents and the Board of Higher Education. Proposals for new undergraduate programs must be received by the University Curriculum Committee by February 1. Persons concerned with new graduate programs should work out a timetable with the Dean of the Graduate School. A change which involves the retitling of an existing course or a change in an existing course description may be made by agreement between a department chairperson and the Dean of Undergraduate Instruction in the case of undergraduate courses or the Dean of the Graduate School in the case of Studies courses are processed by the Council on University Studies. A copy of the course proposal format is available in the Office of Undergraduate Instruction. Forms are available for other experimental courses (89 series) in departmental offices.

IV. DEVELOPMENT AND RESEARCH

1. General Statement

The University, in order to complement and reinforce its functions of teaching and community service, fully endorses the pursuit of support from outside agencies to conduct research, training programs, institutes, workshops, and other projects. Recognizing the value of the learning experience involved in preparing, writing, and submitting proposals, and in administering those projects which are approved, the University considers itself, along with mankind in general, to be the beneficiary of the professional growth of its staff, the quest for new truths, and the advancement of human knowledge.

2. Instructional Development Program

An Instructional Development fund provides support for projects designed to improve instruction. Faculty are invited to submit proposals for such projects under guidelines which are available in the Office of the Dean of Undergraduate Instruction. The guidelines should be consulted before proposals are prepared.

3. Policies

A. Research, Scholarly Productivity. While the primary responsibility of faculty members at ISU is teaching, faculty are also generally expected to be productive scholars. Scholarly productivity or research expectations vary with the nature of an individual faculty member's assignment. Members of the Graduate Faculty and instructors

who are allowed time for research activities for example, are expected to be more productive in research and publication than those whose teaching assignment is completely at the undergraduate level and who teach a full twelve-hour load.

B. Classified Research.

1. The University will not enter into any contract supporting research for the purpose of killing, maiming or incapacitating human beings through chemical, biological or other types of military warfare.

2. The University will not enter into any contract which would restrain its freedom to disclose (1) the existence of the contract, or (2) the identity of the sponsor, and if a subcontract is involved, the identity of the prime sponsor (Clause (2) shall not apply to anonymous gifts or grants that do not call for the performance of specified lines of inquiry, or to research grants or contracts from individuals or non-governmental entities who request anonymity out of a justifiable motivation to protect individual privacy).

3. The University will not enter into any contract which would restrain its freedom to disclose the purpose and scope of the proposed research (1) to permit informed discussion concerning the appropriateness of such research within the University and (2) to apprise colleagues in immediate and related disciplines of the nature and importance of the potential contribution to the disciplines involved.

4. The University will not enter into any contract which requires the approval of any outside person or agency prior to publication and dissemination of the research unless, in the opinion of the Review Committee and the Dean of the University, such restrictions are relatively minor and outweighed by important scholarly, scientific or educational benefits.

C. Monitoring Procedure for Off-Campus Questionnaires and Research Projects. This monitoring procedure is suggested to assist and protect the individual researcher and the University; to insure against public relations detrimental to the University; to avoid duplication of effort and the danger of over-surveying certain groups; and to appraise appropriate University officials of the nature and scope of proposed and existing off-campus research activities. Faculty members who desire assistance in the formulation of their inquiry instruments may secure names of persons on campus who are experienced in such matters by contacting their College Dean's Representative or ORSG.

A faculty member desiring to circulate a questionnaire or other inquiry instrument off-campus to 20 or more respondents or to conduct off-campus research involving public schools, institutions of higher education, community groups or other non-ISU personnel, shall submit the attached form with signatures for University approval. Off-campus research activities of ISU students (except for master's theses or doctoral dissertations and contractual school-community survey work done under supervision of deans and department chairmen) shall also be subject to such approval procedure, under the name of the supervising faculty member. The Office of Research Services and Grants (ORSG) will serve as a clearinghouse for processing aproval forms.

After a faculty member has filled out and signed the Off-Campus Questionnaire and Approval Form and has obtained the approving signatures of his Department Chairman and the College Dean's Representative, the questionnaire or off-campus research proposal is ready for ORSG processing. The ORSG Director, on behalf of the Dean of Faculties will review the materials presented for consistency with University interests and will certify by his/her signature that the materials are appropriately cleared for use as requested.

The responsibility for approval of content, methodology, and substance of questionnaires and projects rests first with the faculty member himself, then with his/her Department Chairman and finally with the College Dean's Representative. However, if there are controversial aspects or potential problems involved which the ORSG Director feels should be reconsidered, he may defer his/her signature and bring such matters to the attention of the College Dean's Representative for follow-through as that individual deems best. The potential problem posed by any protracted deferral of ORSG clearance which might be in opposition to approval by the College Dean's Representative may be resolved by referral to the College Dean and the Provost for joint decision.

ORSG will maintain files of all materials submitted and make reports as desired to the Dean of the University and through him/her to the College Deans.

D. Policy on Patents. Adopted by Academic Senate, July 21, 1971.

Patents on Inventions

1. The principle is recognized that the results of experimental work carried on by or under the direction of the members of the staff of the University, and having the expense thereof paid from University funds or from funds under the control of the Univeristy, belong to the University and should be used and controlled in a manner which will produce the greatest benefit to the University

and to the public, and at the same time give proper recognition to the rights and contributions of the inventor(s).

2. Any employee or student of the University who has made an invention as the direct result of his regular duties on University time and at University expense may submit to the Patent Committee a request for authorization to patent, or may be required to patent his invention and to assign the patent to the University, the expenses connected therewith to be borne by the University.

3. The above shall not be construed to include ownership in copyrights on books, or inventions made by employees or students outside of their regular duties and at their own expense.

4. Any discovery or invention (a) which is the result of research carried on by or under the direction of any employee or student of the University as a direct result of his regular duties on University time and having the costs thereof paid from University funds or from funds under the control of or administered by the University, or (b) which is made by any employee or student of the University as a direct result of his duties with the University, or (c) which has been developed in whole or in part by the utilization of University resources or facilities, belongs to the University and shall be used and controlled in ways to produce the greatest benefit to the University and to the public.

5. Such discovery or invention must be submitted to the University Patent Committee for study as to disposition and recommendation to the president and Board of Regents. The University Patent Committee will examine and study discoveries and inventions made by employees or students of the University in which the University may have an interest.

6. The Board of Regents may direct that such discovery or invention be:

a. Released outright to the discoverer(s) or inventor(s).

b. Retained by the University in its own right or transferred to the Illinois State University Foundation for commercial development.

c. Released to the individual or agency sponsoring the research under which the invention or discovery was made, if such action is required under the terms of the research contract with such agency or individual, or is required by law, or if the interests of the University and the public so indicate.

d. Transferred to an outside organization for commercial development.

The discoverer(s) or inventor(s) may be requested to apply for a patent and assign his interest therein. In unusual situations, when in the judgment of the Patent Committee immediate filing of an application for a patent is necessary to protect the interests of the University, the Committee may act to accomplish this prior to the report and recommendation to the Board of Regents.

7. In the event that income is received by the University or the Illinois State University Foundation from any patent assigned in accordance with the preceding paragraph, all costs of procuring and administering such patent shall first be paid from such income. A proper share of the remaining net income shall be paid to the inventor(s) or discoverer(s). This share to be determined solely by the Board of Regents after considering the recommendations of the president and the University Patent Committee.

8. Contracts or grants from outside sponsors which carry the provision that the sponsoring agency may determine the disposition of patentable discoveries developed thereunder may be accepted by the University, when required by federal statute or the established policies of the sponsoring agency, and when that agency is governmental or non-profit in character, and when the action of the University in waiving its rights to such discoveries is determined to be clearly in the public interest by the University Patent Committee, a representative of the appropriate research agency or department carrying on the project, and a representative of the Business Office.

Generally, if patentable discoveries result from research sponsored by an agency outside the University, preferential treatment in the use of any resulting patent may be accorded that agency.

9. The foregoing policy, however, shall not be construed to affect the ownership or disposition of discoveries, inventions, and patents made by or awarded to employees of the University and which result from their efforts entirely outside of their duties with the University and which did not result from the use of University facilities, resources or finances.

Procedure on Patent Matters

1. A disclosure of any invention or discovery made by an employee or student of the University, or resulting from research carried on under the direction of an employee, in which the University may have an interest shall be submitted promptly by such discoverer(s) to his supervisor or administrative officer. Such officer shall append thereto a statement setting forth his opinion concerning the scientific, technical, and economic merit of such discovery, the likelihood and desirability of obtaining a patent, and an estimate of the

commercial possibilities of such patent, and transmit such disclosure and opinion to the University Patent Committee.

2. The University Patent Committee shall review related data and information and make recommendations concerning financial terms and problems concerned with the development and administration of such inventions and discoveries, and patents secured thereon. The Committee shall make recommendations to the president concerning the disposition and the terms of administration of such inventions and discoveries. If he concurs, the president shall transmit such recommendations to the Board of Regents for final action.

3. The determination as to what portion of net income shall be paid to the inventor(s) or discoverer(s), after the payment of costs of securing a patent and of development and administration, from a patent held by the University or transferred by it to the Illinois State University Foundation shall be studied by the University Patent Comittee, which shall make a recommendation to the president. In most cases, the university contribution in use of facilities and resources will be significant. The inventor's contribution of ideas to the creation of the invention is at least equally significant. Hence, the University Patent Committee shall recommend that the proportion of net income assigned to the inventor(s) shall be no less than 15 per cent of net income. In cases in which the university contribution is proportionally less significant, the percentage allocation to the inventor should be appreciably higher.

4. No final decision shall be reached as to where title to a patent shall vest, nor shall there be transferred to any individual(s) or agency the rights (including a share in the net income) in an invention or discovery in which the University has an interest, without the approval of the Board of Regents.

University Patent Committee

The University Patent Committee shall be a committee composed of five members, one member being an administrative representative appointed by the President, one member of the chairman of the Graduate Council Research Committee, two members appointed by the President from the general faculty, and one student appointed by the President of the Student Body. The appointment shall be staggered so that one member of the general faculty is retired each year.

E. Outside Employment. The individual faculty member is the primary arbiter of his/her own professional conduct, but a faculty member is expected to obtain clearance for outside employment with the appropriate department chairperson and college dean. "External Employment" clearance forms for this purpose are available in the Office of the Provost. The University does not discourage outside consulting by its faculty when such services make significant contributions to the outside community, the professional programs of the University, and the professional development of the faculty member. These objectives should guide an individual faculty member in evaluating requests from outside the University for his/her services.

State legislation enacted in 1969 also requires a faculty member who wishes to perform research or consulting services for other than federal, state, or local governments to receive prior written approval of the President or his/her designee. Faculty requesting such approval must estimate the amount of time to be spent on the outside research and consulting activity. The "External Employment" clearance form is used for this purpose. Each faculty member who performs research or consulting services covered under the 1969 act is required to file a report with the President's office prior to June 30 of each year stating the actual amount of time spent on such projects during the preceding academic year. "Annual Report-External Employment" forms for this purpose are also available in the Office of the Provost.

4. Office of Research Services and Grants (ORSG)

The University Office of Research Services and Grants, located in Hovey 310, assists faculty members to secure grants from federal agencies and other sponsoring organizations to support research, training, and service projects and programs. Effective work by faculty members toward goals of excellent and comprehensiveness in research, instruction, and public service sometimes requires resources beyond those provided by state appropriations. ORSG's mission is to help faculty members secure whatever outside support they need in order to conduct scholarly and creative activities which enhance the total educational and cultural atmosphere of the University community.

Specifically, the Director of ORSG and members of the staff are responsible for the following services: (1) providing information on sources of support; (2) stimulating and facilitating faculty consideration of possible grant projects and programs; (3) assisting in developing, editing, and reproducing proposals; (4) reviewing proposals for consistency with University policies; (5) processing project budgets (cooperatively with the Comptroller; (6) negotiating contracts and grants (cooperatively with the Comptroller); (7) serving as liaison between the University and sponsoring

agencies; and (8) serving as an office of record for all proposals.

ORSG provides each faculty member with a copy of its own publication, A HANDBOOK FOR PREPARING GRANT PROPOSALS. This handbook presents information about how to initiate and prepare a proposal, how to secure internal approval for submitting it, how to negotiate budgets and changes, and how to administer the project in accordance with policies and procedures of this University. ORSG also distributes by campus mail to each faculty member a newsletter entitled UP DATE, which describes (1) activities of colleagues in the field of sponsored research and grants, (2) new and expanded opportunities for participation in grant programs, and (3) examples of the kinds of projects being funded in other universities. Additionally, ORSG conducts several invitational faculty research seminars during the year on topics of current interest and importance to the University.

5. Service

Faculty members are generally expected to render service through professional involvement within or beyond the University through such activities as (1) service to department, college, or University through committee membership, administrative assignments or other such functions; and (2) service to the Professional community through membership and involvement in professional organizations, consulting services, or other such activities. The University discourages excessive participation in activities which interfere with a faculty member's major responsibilities. An expanding public service role for the University is described in the Academic Plan with specific assignments for this purpose.

6. University Research Grants

Faculty research grants are administered through the office of the Dean of the Graduate School, with staff assistance from the Office of Research Services and Grants. The Graduate Dean serves as chairperson of the Faculty Research Grants Committee, which consists of eight additional members, including the four members of the Research Committee of the Graduate Council and four members appointed from the faculty at large by the Dean of the University.

Faculty research grants are given for the purpost of assisting faculty members to engage in promising investigations and experiments for which outside support funds are not available. While research grants are awarded to many faculty members whose projects are too small to attract funds from outside sources, the Faculty Research Grants Committee hopes that a number of these studies will develop into larger projects of interest to other funding agencies. Any full-time faculty member may apply for a grant. The faculty member should, however, expect to remain in the employment of the University during the year covered by the award. Forms for making requests are available in the Graduate Office in Hovey Hall. Grant requests are due in the Graduate Office by April 1 of each year. Information regarding evaluation of grant proposals and the regulations for grant holders may be found in the HANDBOOK FOR PREPARING GRANT PROPOSALS of the Office of Research Services and Grants.

V. FACULTY PROFESSIONAL ORGANIZATIONS

The following non-departmental, non-disciplinary faculty organizations, with more than fifty members are broad enough in their concern to be of interest to the entire faculty.

1. American Association of University Professors

The AAUP, through a half-century of vigorous support of standards of responsible practice in higher education, is recognized as an authoritative voice of the profession. The ISU Chapter of AAUP is one of the larger chapters in the United States and welcomes all qualified faculty as members. Active membership in the AAUP is open to teachers and research scholars holding faculty status in accredited institutions, or in institutions which are candidates for accreditation, if their appointments are for at least one year and their work consists of at least half-time teaching or research. Librarians and department chairpersons with faculty status are eligible even though they do not teach; counselors and staff members of university presses are eligible if they hold faculty status bestowed by faculty action. Other classes of membership are: **Junior,** for persons presently or within the past five years enrolled in graduate studies in an approved institution, not otherwise eligible for Active membership; **Associate,** reserved for the transfer of former Active or Junior members who became administrative officers with less than half-time teaching or research; and finally, **Emeritus,** reserved for former members retired for age from teaching or research positions. Inquiries from persons interested in membership or in the policies supported by the AAUP may be addressed to any current officer of the ISU Chapter.

2. Illinois Association for Higher Education

The IAHE has a campus chapter at ISU. This is an organization representing the professional

interests and welfare of persons engaged in higher education within the state of Illinois. Membership is open to all faculty members. IAHE is a member organization of the United Profession, and as such is affiliated with the Illinois Education Association, and the National Higher Education Association of the National Education Association. It has full access to all resources and service capabilities of those organizations. The IAHE strives to promote state legislation authorizing due process procedures for the faculty, improved retirement provisions and faculty benefits, and meaningful shared governance for the faculty in university government, specifically through professional negotiations. Its concerns also include academic programs, the welfare of the student in the educational function, and that of the total university. Additional information can be secured from any current officer of the ISU chapter, or by writing to the Executive Secretary, Illinois Association for Higher Education, 100 East Edwards Street, Springfield, Illinois 62704.

3. Women Faculty Association

The WFA was organized in the fall of 1970 to secure the professional and civil rights of faculty women. Membership, available to all faculty women who hold rank within the University, commits women to work toward obtaining professional and financial opportunities, responsibilities, and recognition commensurate with their abilities and potentials. Additional information about WFA may be secured from current officers of the organization.

VI. GRADUATE SCHOOL

1. Graduate Council

The Graduate Council consists of four standing committees of four members each, the Admissions Committee, the Curriculum Committee, the Membership Committee, and the research Committee. Three members of each of these committees are elected for staggered terms of three years each by the Graduate Faculty. A fourth member of each committee is chosen by the Graduate Dean to serve for two years each. Meeting together, these committees form the Graduate Council, which has the following duties: (1) to hear reports and receive the recommendations of the standing committees, (2) to advise these committees in carrying out their duties, (3) to appoint ad hoc committees when they are necessary, (4) to make recommendations to the faculty on policies and procedures, (5) to receive communications on any and all matters relating to the Graduate School, (6) to advise and make recommendations to the Graduate Dean, (7) to review matters which are taken to the Graduate Faculty, and (8) to cooperate with the Undergraduate Faculty or its representatives and to appoint joint committees when they are needed.

Each of the above standing committees selects a chairperson, who acts with the Dean of the Graduate School as an executive committee. The duties of each of the standing committees of the Graduate Council are delimited in the By-Laws of the Graduate School. Proposals and recommendations regarding new academic programs at the graduate level are transmitted, following approval by this body, to the Academic Senate, which makes recommendations to the President prior to transmittal to the Board of Regents.

2. Graduate School Faculty

The Graduate Faculty includes the President of the University, the Provost, the Dean of the Graduate School, and deans of the colleges, all department chairpersons, and directors of divisions. New members are nominated by Graduate Faculty members of their departments, then recommended to the Graduate Dean by a vote of the Graduate Council, acting upon the report of its Membership Committee. The members of the Graduate Faculty are appointed by the Provost, on the recommendation of the Graduate Dean. Nominations and recommendations for membership in the Graduate Faculty are based on active participation in research, adequate training or education, activities which are recognized or commended by Professional organizations in the candidate's field, significant contributions to the creative arts in the candidate's field, willingness and ability to supervise dissertations and evidence of superior teaching ability at the graduate level.

Members of the faculty who are not members of the Graduate Faculty may teach graduate classes and serve on advisory committees upon the recommendation of the department concerned and approval of the Graduate Dean. The assignments are subject to periodic review. Faculty members serving in this capacity are designated as "Associate Members of the Graduate Faculty" but do not have a vote in the deliberations of the body. The Graduate Dean may, with the advice of the department concerned and of the Graduate Council, designate those members of the Graduate Faculty who are qualified to direct doctoral dissertations in any department approved for a doctoral program.

The duties of the Graduate Faculty are to seek outstanding undergradaute students and encourage them to pursue graduate study, to conduct graduate classes and seminars so as to contribute to the scholarly development of their students, to participate in research of scholarly or artistic

value, to encourage informal activities among students that can lead to scholarly or artistic production, to maintain high standards of student performance, to review the reports of the Graduate Council and the various committees of the Graduate School, and to determine the general direction of the Graduate School.

VII. LEAVES

"Leave Policy and Procedures" is available in the Office of the Secretary of the University. Application forms for leaves are also obtained in the Office of the Secretary of the University. These forms contain specific provisions for leaves and procedures in applying for leaves. Completed leave applications must be filed with the department chairperson prior to December 1 for leave the following year.

1. Faculty Absence Reporting

A faculty member who is absent from his/her duties because of illness should report the fact immediately to his/her department chairperson. This report is necessary both to make arrangements for classes and to provide the department with information for required monthly reports. Faculty members who anticipate or experience lengthy absence because of illness should consult with the Personnel Office for individual details on sick leave and disability benefits. A faculty member who is absent for any reason other than illness, as for attending a professional meeting, should complete a Notice of Absence from Regular Duties form and file it with his/her department chairperson for prior approval. These forms are available in department offices.

2. Leave Without Pay

In special cases and for stated reasons, faculty members are granted a leave of absence without pay. The purpose of the leave is weighed against the need for the teaching services of the applicant. Such leaves cannot be granted for more than two consecutive years.

3. Sabbatical Leave

The sabbatical leave program is intended to maintain and improve the quality of the educational programs of the University by creating the opportunities for the academic staff to acquire new methods and techniques, to broaden outlooks, and to improve professional competency and stature through study, research, and other professional development activities. Sabbatical leaves are not automatically granted to individuals upon completion of a stated period of service. No individual may receive a sabbatical leave until he/she has completed five or more years of full-time service on the academic staff of the University, nor shall the faculty member receive a leave more often than once in seven years. The total leave period may not exceed nine months and the total leave compensation may not exceed the equivalent of four and one-half months' pay at the salary rate in effect during the leave period. At no time shall the rate of leave compensation exceed the monthly contract salary rate. The President may make recommendations for granting sabbatical leaves based upon the recommendations of the Provost. Priority categories and criteria for evaluation of leave requests are included in the "Leave Policy and Procedures." Within three months of the completion of a sabbatical leave, a faculty member must file a written report with the Provost summarizing the purposes of the leave and listing the publications or other accomplishments resulting from the leave. This report is included in merit evaluation for the following year.

When an individual receives a grant, such as a Fullbright grant, he may be awarded a sabbatical leave with pay, and may accept the grant, provided the amount of the grant allocated to salary plus the amount of his salary on leave does not exceed his/her normal salary for the period of the sabbatical.

4. Sick and Disability Leave

A. Accumulative Leave. Faculty and administrative employees are entitled to an accumulative sick and disability leave of 10 work days with pay for each completed year of service, accumulative to a maximum of 200 work days. For individuals employed on or after July 1, 1974, this provision is retroactive in that credit shall be given for accumulative sick leave earned prior to 1972. Pay in lieu of unused sick leave will not be allowed.

B. Non-accumulative Leave. Faculty and administrative employees are entitled to non-accumulative sick and disability leave with full pay for illness, injury, or disability not arising out of or in the course of employment in an amount of 20 days in each year of service including the first. Only those days normally worked shall be counted as those days to be deducted.

5. Workmen's Compensation

Employees of ISU are covered by the Illinois Workmen's Compensation Act and the Illinois Workmen's Occupational Disease Act. Claims for Workmen's Compensation must be initiated by the employee through the Personnel Office.

Injury that does not appear to endanger life and that will not irreparably damage health should be reported immediately to the University Health Service. If in the opinion of the Health Service

Director or a designee the services of a specialist are necessary, the injured employee will be referred by the Health Service. An employee may also elect to secure his/her own physician, surgeon, and hospital at his/her own expense.

Injuries must be reported to the Personnel Office as soon as possible and in no case more than 45 days after the accident. In case of an injury resulting in an hernia, however, the Workmen's Compensation Act requires that the accident be reported to the employer not later than 15 days after the accident.

The Workmen's Compensation Act is explicit in stating, "No proceedings for compensation under this act shall be maintained unless notice of the accident has been given to the employer as soon as practicable, but not later than forty-five (45) days after the accident." The Act also states, "In any case unless application for compensation is filed with the Industrial Commission within one (1) year after the date of the accident, where no compensation has been paid, or within one (1) year after the date of the last payment of compensation where any has been paid, the right to file such application shall be barred."

VIII. REDRESS PROCEDURES

1. Ethics

The chairperson of the Academic Senate may appoint a professional Ethics Committee which shall be empowered to make investigations, as may be necessary, concerning practices of faculty members at ISU which are in alleged violation of the Code of Ethics. The Committee may receive, entertain, and inquire into and take proof concerning complaints by members of the faculty against other members of the faculty at this University. All complaints should be forwarded to the chairperson of the Academic Senate. No complaint against any member of the faculty shall be entertained unless personally signed by the aggrieved and unless it is sufficiently clear and specific in its charges as reasonably to inform said faculty member of the acts of misconduct claimed to have been committed. Additional information about Ethics procedures is contained in the following "Code of Ethics" policy adopted by the Academic Senate, October 24, 1973.

Code of Ethics Policy

I. INTRODUCTORY STATEMENT

Membership in the academic profession should mean a commitment to teaching as a profession and, therefore, to attitudes and conduct appropriate to members of that profession. This code attepts to specify what some of that behavior should be with reference to the profession itself, to colleagues, students, civil service employees, and the community. It should be understood that these are suggested standards and that the responsibility for more prescriptive rules of conduct is shared by the Board of Regents, the various administrative units of the University, and the University faculty.

II. RELATIONSHIP OF FACULTY MEMBERS TO THE TEACHING PROFESSION

A. The University faculty member should constantly uphold the value and dignity of the profession to which he belongs. He should look upon himself and his colleagues as seekers after knowledge and truth, and he should at all times insist on the academic freedom to pursue truth and to teach it as he perceives it to be. He should be willing to discuss controversial issues in as objective a manner as possible. When the occasion demands, he should take a stand which is in keeping with his convictions. Good judgment should prevail in his handling of such situations.

B. Faculty members should look upon recruitment as one of the responsibilities of a professional teacher and should lend encouragement to qualified young people who indicate an interest in teaching and others who show unusual promise.

C. A member of the University faculty should feel a responsibility for doing the finest possible job of teaching through careful attention to daily preparation, thorough reading, study, and objective self-appraisal. He should consistently demonstrate the best in scholarly competence and in the methodology of teaching.

D. As a seeker after truth and knowledge the University faculty member should be a student of the latest research in his particular field. He should respect scientific inquiry as a scholarly method of discovering new knowledge. He should hold to high standards of intellectual honesty and objective criticism in his own research efforts and in evaluating the work of others.

E. The University faculty member's first responsibility is to the particular assignment for which he was employed. He should, however, feel a further obligation to his department, his college, and to the University as a whole. He should willingly assume the committee or board assignments for which he is best suited and should make every effort to contribute meaningfully to the work of such groups. He should see to it, however, that he does not become involved in these duties to the detriment of his first resonpsibility.

F. A member of the University faculty should belong to and participate in those professional organizations and learned societies which are most closely related to his field of scholarly endeavor.

G. The faculty member should respect the obligation of his contract with the University. If he decides to leave, he should give adequate notice as prescribed by the Board of Regents.

III. RELATIONSHIP WITH COLLEAGUES

A. The faculty member should cooperate with his colleagues and respect them as individuals. Each person has a different kind of contribution to make, and its importance should be recognized.

B. The faculty member should attain his professional goals by ethical means. He should respect the integrity of his colleagues. In so doing he should refrain from making rash statements in criticism of his fellows, from ascribing unworthy motives to them, and from spreading malicious gossip. He should refrain at all times from making derogatory comments about his colleagues when students are present.

C. In the use of materials borrowed from colleagues or elsewhere in his lectures, publications, or other public presentations, the faculty member should follow accepted professional practices.

IV. ADMINISTRATION-FACULTY RELATIONSHIPS

A. Administrators should recognize the qualities and special characteristics of scholarly competence and they should employ prescribed APT procedures to encourage and reward such competence.

B. The University faculty has the right to expect a competent, frank, scholarly administration that is able to give dynamic and purposeful direction to the institution. In order to make an effective contribution toward these ends each administrator should be aware of the needs and objectives of the disciplines under his direction and should accept the obligation to meet the needs and to achieve the objectives.

C. All institutional relations between faculty and administration should be professional in nature. No administrator should encourage or accept hearsay comments regarding faculty or fellow administrators. Anonymous letters should have no status whatsoever. Statements concerning the quality of a person's work, his moral or professional character, or any other attribute should be given no credence unless the person making them is willing to personally support his statements and to supply evidence of their accuracy.

D. In all cases where a faculty member is accused of unprofessional or immoral conduct, the accused faculty member should be given a hearing. The person accused should be informed before the hearing in writing of the charges against him and upon what evidence the charges are based. He should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case and he should be permitted to have with him advisers of his own choosing to act as counsel.

E. The University administration should take all possible steps to arbitrate within the institution differences that may arise between its faculty members.

V. OUTSIDE EMPLOYMENT

A. The individual faculty member is the primary arbiter of his own professional conduct. Therefore, few specific standards are suggested for employment outside the University.

B. A full-time appointment implies a full-time commitment and effort by the faculty member.

C. Requests from outside the University for professional service by full-time faculty members should be evaluated in relationship to the probable enhancement of the program of the University and the professional contribution of the individual.

D. Outside services by full-time faculty which result in additional burdens for other staff members should be undertaken under conditions of mutual agreement with the appropriate administrator and should be a matter of record.

VI. RELATIONSHIPS WITH THE COMMUNITY

A. Faculty members should feel a responsibility to the community in which they live.

B. As men and women of learning, they should remember that the public may judge their profession and their institution by their utterances and actions. Therefore, they should strive to be accurate, show respect for the opinions of others, and make an effort to indicate that they are not institutional spokesmen.

VII. INVOLVEMENT IN POLITICAL ACTIVITIES

A. Outside the classroom the faculty member has the same right as any other citizen to participate in political activities. Partisan political activity is defined as running for political office with a party label; serving on a party committee; or actively supporting a partisan candidate for public office through public speaking, serving on a committee, circulating nominating petitions, canvassing, and other similar activities. Faculty members have a special obligation to refrain from political partisanship in their instructional duties.

B. A faculty member who becomes a candidate for political office should notify the President in writing of this decision. If the office sought is local, no other action is necessary except assurance to the President that the contemplated activity

will not interfere with the faculty member's academic responsibilities. When the office sought is state or national, then the President may request the faculty member to apply for leave of absence without pay during the period of the campaign or later, when such activity would be expected to take a substantial amount of the faculty member's time.

VIII. RELATIONSHIP WITH STUDENTS

A. The faculty member should encourage the free pursuit of learning by all of his students. He should strive to hold before his students the scholarly standards of his discipline. He should prepare adequately for each class and strive to develop within students the motivation to work up to their potentials. The faculty member should keep regular office hours during which students may meet with him, and he should try in other ways to have out of class contacts with students which will serve to augment the formal classroom learning experience.

B. The faculty member should make every reasonable effort to create a climate which fosters honest academic conduct. To this end he should carefully scrutinize his methods of teaching, his assignments, and his system of evaluation in order to ensure that they do encourage honesty in students. Should the faculty member detect signs of plagiarism or cheating, it is his obligation to investigate them thoroughly and take appropriate measures.

C. Evaluation of students is an important part of the learning process and it should add to the student's understanding of himself, as well as the content of the course. The course and the evaluation process exist to enhance the student's intellectual development. Faculty members should grade students on the basis of their course performance.

D. The faculty member should respect the confidential nature of his relationship with students. All information about student views, beliefs, activities, and political associations which is acquired through the teacher-student relationship, should be kept confidential. Written records are to be kept only to the extent that they are necessary in assisting students in achieving their educational goals. When records are no longer relevant to this purpose, they should be destroyed. However, judgments of an individual student's ability and character which are requested by the student should be provided.

E. The faculty member should avoid an exploitation of students for his private advantage both in and outside the classroom. It is expected that a student's assistance in the writing of a book, article, paper, etc., be properly acknowledged.

F. The faculty member should be as diligent in protecting the academic freedom of his students as he is his own.

IX. FACULTY RELATIONSHIPS WITH CIVIL SERVICE STAFF

Although the scholarly pursuits of the University are properly determined by the faculty, specific and diverse tasks may be the responsibility of civil service personnel. Faculty members should respect the individuality and competence of civil service staff members by recognizing their delegated authority; encouraging their creative contributions to the functioning of the University; displaying thoughtfulness in making requests of them; and, in general, seeking to strengthen the idea of partnership in University affairs.

—Adopted by the University Council May 15, 1968

—Amended by the Academic Senate December 16, 1970 to include the following Resolution of the Standards and Ethics Committee

AMENDMENT

1. Faculty members in their assigned teaching should adhere to the course content approved by committees responsible to the University for determining curricula. Irrelevancy should be avoided.

2. Faculty members should clearly explain to their students the objectives of the course. Teaching should be designed to meet those objectives whether through lecture, demonstration, performance, assignment, or examination.

3. Faculty members should clearly explain to their students methods of evaluation for the final grade. Since the evaluation process exists to enhance the student's intellectual development, grades and criticisms of papers, projects, and examinations should be returned to the student for inspection and discussion as soon as possible considering the faculty member's other professional obligations. Final exams, if administered, should be returned to the student or retained for one term, permitting the opportunity for student review with the instructor if the student desires. It is expected that faculty members will collect sufficient data on the performance of students to justify the final grade. Evaluation of students and award of credit must be based on professionally judged academic performance and not on matters irrelevant to that performance, such as personality, race, religion, sex, degree of political activism, or personal beliefs.

4. Faculty members should regularly meet their assigned classes as scheduled. A faculty member who is absent from his duties because of ill-

ness should report the fact immediately to his department chairman. A faculty member who is absent for any reason other than illness, as for attending a professional meeting, should complete a Notice of Absence from Regular Duties form and file it with h department chairman for prior approval.

5. Each instructor is responsible for communicating to his classes his policy regarding attendance and consequences of student noncompliance with this policy.

6. Each faculty member is expected to post and observe a reasonable number of regular office hours, during which time he is available for student conferences. Faculty should announce office location and hours to their classes. Additional appointment time should be made available when mutually convenient to faculty and students in instances where student schedules conflict with regular office hours.

7. While the faculty member's obligations to the community, like his rights within the community, cannot be less than those of any citizen, he should not utilize the services of the University in pursuing non-academic concerns.

8. Membership in the academic community imposes on faculty members an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways which injure individuals, damage institutional facilities or disrupt the classes of one's colleagues. Nor should faculty members incite acts of violence to individuals, acts of destruction of property, or acts which interfere with academic freedom.

2. Grievances

A Faculty Grievance Committee has been established and empowered by the Academic Senate to hear grievances, exclusive of grievances related to Faculty Status Committee and Academic Freedom and Tenure Committee. To this end, the Committee is authorized to receive, entertain, and inquire into evidence concerning such matters. The prime functions of the Committee are (a) to determine whether the decision of an appropriate faculty body or administration was the result of adequate consideration in terms of the relevant standards of the institution, and (b) to request reconsideration when the Committee believes adequate consideration was not given to the complainant's position.

All members of the faculty, as defined in the Constitution, shall have standing to bring grievances to the Committee. Written, personally-signed charges may be filed with any member of the Committee who shall then convene a meeting of the Committee as soon thereafter as practicable. The complaint must be sufficiently clear and specific in its allegations as reasonably to inform the accused party and the Committee of the grievance. Whether or not the complaint merits a detailed investigation and hearing is at the discretion of the Committee. Additional information about grievance procedures may be obtained in the policy adopted by the Academic Senate June 2, 1971.

IX. SUPPORT SERVICES OFFICES

1. Division of Continuing Education and Public Service

The University provides a continuing education program operating throughout the central part of the state. The program is coordinated through the Division of Continuing Education and Public Service in cooperation with the colleges and departments. Between 60 and 70 off-campus courses are offered each semester and a limited number are provided during the summer. Faculty members are selected from the various departments to staff these courses. Some staff members teach an off-campus class as part of regular assignment and others teach off-campus as an extra pay assignment.

The University also provides such activities as short courses, both on and off campus. Some of these are credit courses, others are non-credit activities. Conferences, seminars, and workshops are developed under many circumstances. Such activities are directed and staffed by regular faculty members and/or by specially qualified persons outside the University. These activities are coordinated through the Division of Continuing Education and Public Service.

2. ISU Credit Union

The state-chartered ISU credit Union was begun in 1960 as a service to all full-time faculty and staff employees of Illinois State University. Application for membership in the ISU Credit Union is available to all faculty and staff for both savings and borrowing. An 11-member Board of Directors is elected annually from the faculty and staff of the University to oversee the operation of the Credit Union. Regular saving or payment on loans to the Credit Union has made it possible for the membership to earn a very substantial rate of interest on savings. For further information, telephone or call in person at the ISU credit Union office. Office hours are 9 a.m. to 1 p.m. on Monday and noon to 4 p.m., Tuesday through Friday.

3. Physical Plant

A. Custodial Services. The Buildings Department, in addition to regular cleaning, makes furniture arrangements for various organizations and groups. Requests for such services are directed to the Coordinator of University Events, which requests this service from Physical Plant. Such requests should be initiated so that notice will be given to the Superintendent of Buildings at the Physical Plant at least 48 hours prior to the need for the service.

Special events in Horton Field House are scheduled through the Field House rather than the Coordinator of University Events and, again, notice should be given for such events so that the Superintendent of Buildings will be informed at least 48 hours prior to the need for set-up. Requests for facilities in the University Union should be directed to the Director of the University Union.

All requests for other than routine custodian services should be directed to the Superintendent of Buildings at the Physical Plant. Should a custodian be required other than during normal duty hours, he is paid at the rate of time and a half (organization other than Univeristy sponsored are required to pay this cost).

Ballot boxes and voting booths are available through the Superintendent of Buildings and the Physical Plant. Requests for these items should be made to him directly. The number of these is limited, and they are issued on a first-come, first-served basis. Padlocks and keys are available. This request should be made in writing and, at the time of the request, arrangements must be made as to when and where the ballot boxes or booths will be picked up.

B. General Maintenance and Repair Service. The Physical Plant will provide general maintenance and repair for buildings and facilities on campus. The needs for such services are to be reported on a Request for Physical Plant Services form. The information required is: building, room number, department, person reporting, description of work or nature of problem. In case of emergency, call the Physical Plant Office. For after-hour emergencies, call the Heating Plant. Examples of general maintenance and repair are as follows: (1) replace light bulbs, (2) correct general plumbing and electrical problems, (3) maintain campus lights, (4) repair locks, (5) repair door closers.

C. Major Alterations and Improvement. Money is available for alteration and improvement projects which will cost more than $500. Requests should be forwarded to the Chairperson of the University Rehabilitation Committee on forms available from him/her. The request must include a complete description of work being requested and reasons for the request. Examples of major alterations and improvements are as follows: (1) Remodeling rooms, (2) Installing fixtures, (3) Lowering ceilings.

Once a project has been approved, it should pass through the evaluation steps agreed upon: (1) Physical Plant for estimates, specifications, drawings, and utility tie-in, (2) Space Analysis Office for assignment of space to a department or office, and (3) Health and Environmental Safety Office for compliance with fire and safety regulations.

D. Minor Alterations, Improvements, and New Equipment Installation. The Dean of Academic Services has a budget for minor alterations, improvements and installation of new equipment for departments, offices or operating units for projects costing less than $500.

The procedure for having this type of work done by the Physical Plant is to submit a regular requisition form through the department chairperson, to the fiscal agent of this account in the Office of the Dean of Academic Services.

The requisition should contain the following information: (1) Administrative area to be charged. (2) The telephone number of the person to call if additional information is needed, (3) Complete description and/or specifications of services requested, (4) Sketch of plan, and (5) Location where work is to be performed. Examples of minor alterations, improvements, and new equipment installations are as follows: (1) To relocate or remove outlets, fixtures, etc., (2) Install new equipment, (3) Change locks, (4) Make desk name plates for both faculty and staff.

E. Requests for Flowers or Greens. Flowers, when available, will be furnished for campus organizations for use on campus upon request from the faculty member sponsoring the group. Charges for these flowers will be sent to the appropriate department or account. Requests must be received in the Greenhouse at least five days prior to the date needed. Vases and needlepoints must be provided by the sponsor of the organization if cut flowers are desired. A maximum of two bouquets will be furnished and then only when flowers are available. Flowers and greens must be picked up from the Greenhouse not later than 4 p.m. and only when the University is officially in session. Staff members at the Greenhouse do not regularly make deliveries.

F. University Keys. A key request signed by the department chairperson for general keys, or Provost for master keys to be taken or sent to the Physical Plant Office. To insure availability of

keys, advance notice of one day should be given to the Physical Plant Office. All keys are to be picked up by the person to receive the key. Each person is required to sign personally for each key. For replacement of lost keys, a key request card must be signed by the Secretary of the University and taken or sent to the Physical Plant. All lost keys should be reported to the Public Safety Office immediately.

Clearance of keys with the Physical Plant is one of the requirements for people leaving the University. All keys which are no longer needed are to be returned to the Physical Plant Office.

G. Utilities. Room temperature problems may be reported, by phone, to the Heating Plant directly or through the Physical Plant Office. Heating and air conditioning changes must be approved by the Physical Plant; no air conditioners should be purchased by departments.

4. Speakers Bureau

The University invites faculty and staff interested in providing lectures and consultative services to contact the Division of Continuing Education and Public Service. Lists of available personnel are printed and distributed periodically to school personnel, chambers of commerce, and others who have potential needs for faculty services. The University also aids in making contacts. The final arrangements concerning subject, time, and honorarium are completed by the individual and the agency contracting for the service.

5. Stenographic Services

The Stenographic Services offer stenographic assistance to faculty members, departmental offices, and administrative personnel during special periods of need when other help is not available. In addition to the preparation of material brought to the Stenographic Services office, the staff members also perform regular secretarial duties in other offices during certain short emergency periods.

This office also has the responsibility for the preparation of material taken from the University's central Dictation System. The service is available to all faculty and administrative personnel on a 24-hour basis, and any campus telephone may be used for dictation. However, dictated belts are only transcribed during the normal working day. Each interested user should be properly instructed before his/her initial dictation and should therefore call the Office of Stenographic Services for these instructions. Questions regarding all operational procedures and regulations should be directed to the Supervisor of Stenographic Services.

6. University Insurance Office

The Office of University Insurance administers all insurance plans on policies for the University. This includes the faculty and staff group plans for health and life insurance, the student accident and sickness plan, and the tax deferred annuity program for faculty and staff. General insurance coverage for such things as buildings, auto fleet, and general liability are also the responsibility of this office.

A. Health and Life Insurance. University employees are eligible for benefits under the State of Illinois Group Insurance Program. This program includes both health insurance and life insurance. The premiums for the employee's health insurance, and life insurance equal to one-half of the employee's annual salary, are paid by the State. The employee has the option of insuring his/her dependents under this program and may also purchase an additional amount of life insurance equal to one-half annual salary. Premiums for any of the optional coverages elected are paid monthly by payroll deduction. It is necessary to make application in order to be covered by these plans.

New faculty members who are transferring from another institution to ISU may wish to consult the insurance officer in their present institution to arrange extension of medical insurance coverage until such time as their coverage at ISU is effective. The ISU Office of Insurance will answer questions of new faculty members on an individual basis about coverage. The Office of University Insurance should be visited at the first opportunity after arriving on campus in order to avoid a delay in the effective date of coverage. For those who are not teaching during the summer months, it is possible to continue this coverage by making arrangements with the Office of University Insurance prior to the end of the spring semester. Coverage will lapse if such arrangements are not made in advance.

B. Additional Life Insurance. A term life insurance plan is available to faculty members. This is a very flexible plan as to the amount of insurance the employee wishes to purchase over a period of time. The employee may also insure his or her spouse and children if desired. A faculty member may enroll for this program without medical examination during the first 90 days of employment. A faculty member who has been employed longer than 90 days and who wishes to enroll should consult the Insurance Office for completion of a medical questionnaire. Various options are available for conversion to permanent insurance at any time while employed or at time of

termination of employment. Premiums are paid monthly by payroll deduction. Those who are not teaching during the summer months will need to make arrangements for premium payment with the Office of University Insurance prior to the end of the spring semester in order to avoid having the coverage lapse.

C. Tax Deferred Annuities. This program is an arrangement in accordance with the provisions of the Internal Revenue Code whereby a faculty member may enter into an agreement with the University to reduce his/her salary by a certain amount and direct the University to purchase a retirement annuity. No federal income taxes are paid on this portion of salary until annuity payments begin. Several companies have been approved as carriers for this program. Additional information and brochures are available at the Office of University Insurance.

X. TEACHING

The primary responsibility of most faculty members is classroom instruction; this includes maintaining a current knowledge of one's field, communicating ideas effectively to students, making instruction relevant, evaluating the effectiveness of learning, and maintaining high academic standards. A number of instructional support services, described more completely in the General Information section of this Handbook, are available to faculty members.

1. Class Attendance

Faculty and students are expected to attend classes. Faculty members should make explicit arrangements with their department chairmen regarding any absences from classes. Faculty members are responsible for communicating attendance policies to their students and for making clear to students the consequences of noncompliance with their policies. Any extended absences from class should be by explicit arrangement with the instructor.

2. Evaluation

It is expected that faculty members will collect sufficient data on the performance of students to justify the final grade. This may, and usually does, include a final examination. The administration of a final examination, however, is the prerogative of the faculty member. The Academic Senate on July 1, 1970, adopted the following resolution: "At the time final examinations are scheduled, faculty members not giving final examinations would be expected to be involved in other instructional purposes, in residence." The Measurement and Evaluation Service provides technical assistance on construction and evaluation of objective, machine-scored examinations and will score these exams when arrangements are made in advance for this service. These forms are ordered through each department for both machine scored tests and essay examinations.

3. Grade Reports

A final corrected copy of the class list is used to provide instructors with grade report cards for each course, and instructors are responsible for assigning a grade to each student registered in the course. A copy of the final graded class list is furnished to each instructor for record purposes. An explanation of the current grading system, including the Pass/Fail Option and course withdrawal procedures for students, is contained in the Undergraduate Catalog. More specific instructions for handling class lists and grade reports are issued by the Office of Admissions and Records when these items are distributed to the faculty.

4. Office Hours

Each faculty member is expected to post on his/her office door and observe regular office hours, during which time the faculty member is available for student conferences. Faculty members should announce office location and hours to their classes.

5. Office Supplies

Faculty members obtain individual office supplies such as chalk, class record books, final examination essay booklets, stationery and envelopes, memo pads, typewriter ribbons, and the like, from their departmental offices.

6. Student Academic Advising

A part of the teaching assignment of many faculty members is academic advising. Faculty who advise undergraduate students should be familiar with degree, General Education, Professional Education, and major and minor requirements in the Undergraduate Catalog. The catalog also contains information on student scholarship requirements, probation conditions, and reinstatement procedures. The Office of the Director of Academic Advising, located in Moulton Hall, supplies general information on student advising to faculty members. Advisers should also be familiar with various services available to students — Student Advising and Counseling Service, Speech and Hearing Clinic, Reading Laboratory, Writing Center, and Reading-Study Center — listed under the "Student Life" Chapter of this Handbook. Faculty members advising graduate students should be familiar with appropriate degree requirements in the Graduate Catalog and the ISU THESIS HANDBOOK.

7. Student Admission to Classes

The Office of Admissions and Records furnishes each instructor with a computer-printed list providing the name and other data on each student officially registered for the course. It is important that this class list be accurate, and during the first few days of classes instructors are asked (1) to report the names of students on the class list who do not appear in the course, and (2) to admit to the course only students who are on the class list or who have a permit to enter the course from the Office of Admissions and Records.

8. Summer Teaching Assignments

Preliminary assignment to teaching in a summer session is ordinarily made in November or December, preceding the summer session. In recent years enrollment growth has been greater during the regular academic year than during the summer session. As a result, summer employment is not available to all faculty members who wish summer assignments. Ordinarily, summer appointment lists are recommended to the Board of Regents for approval at the May meeting of the Board. Contractual arrangements for summer teaching may not be completed prior to approval by the Board.

Extension courses away from the campus and short courses and workshops on the campus are also offered during the summer. A person employed for any portion of the summer session is paid according to the number of weeks of work assigned, and the rate of pay for one week is one-fourth of the monthly rate of pay which prevailed during the preceding regular academic year.

Unless the faculty member and the University agree to a contingent assignment, an assignment to the eight-week summer session is a firm commitment. If enrollment in any course is not sufficient to justify offering the course, an alternate assignment may be made by the appropriate department chairperson with the approval of the Office of the Dean of the University.

Assignments to the presession which immediately precedes the eight-week session are contingent upon satisfactory enrollments. Persons assigned to presession teaching whose classes do not materialize will not be paid for those courses.

9. Teaching Load

The ordinary teaching load during the regular academic year is 12 semester hours, with appropriate adjustments for such matters as laboratory sections and unusual teaching assignments. With consent in the budget review process, a faculty member may also have his or her load adjusted for research, advising, or other academic responsibilities. During the eight-week summer session, a six-hour load is considered standard but may vary from five to eight hours, depending upon the nature of teaching. All teaching load recommendations are made by the department chairperson and approved in the Office of the Dean of the University.

XI. TRAVEL

Faculty requests for professional travel, such as for attending professional conferences, are approved in advance by the department chairperson or other person who is the fiscal agent for the fund for which travel expenses will be paid. Faculty requests for instructional travel, such as for a class field trip, are approved in advance by the department chairperson and the Office of the Dean of the University.

1. Chartered Buses

To procure the use of a chartered bus, complete the Field Trip Services Using Chartered Buses form. This form is self-explanatory and defines the regulations and procedure for securing the bus. Estimates for costs of such trips may be obtained from the Physical Plant.

2. Service Vehicles

Departments with permanently assigned vehicles are to have these vehicles serviced (gas, oil, grease, wash) at the Physical Plant shop. Should these vehicles be going out of town, credit cards may be picked up at the Office of the Physical Plant. Whenever possible, minor repairs, tune-ups, etc., are performed by the Physical Plant mechanic. Requests for such services should be directed to the mechanic at the Physical Plant. Departments with permanently assigned vehicles are asked to make monthly reports of the miles driven and approximate hours the vehicles are used.

3. Travel Advances

The Cash Travel Advance Fund, established by the ISU Foundation, is a service to the faculty and staff to provide funds in advance for authorized University travel. Copies of forms requesting cash advances are available in the Cashier's Office, and these forms contain regulations governing use of the fund. Requests must be made a minimum of four working days prior to the date funds are needed, and travel advances are expected to be repaid by the end of the month following receipt of the advance. Repayment of Cash Travel Advances is the responsibility of the person who obtains the advance.

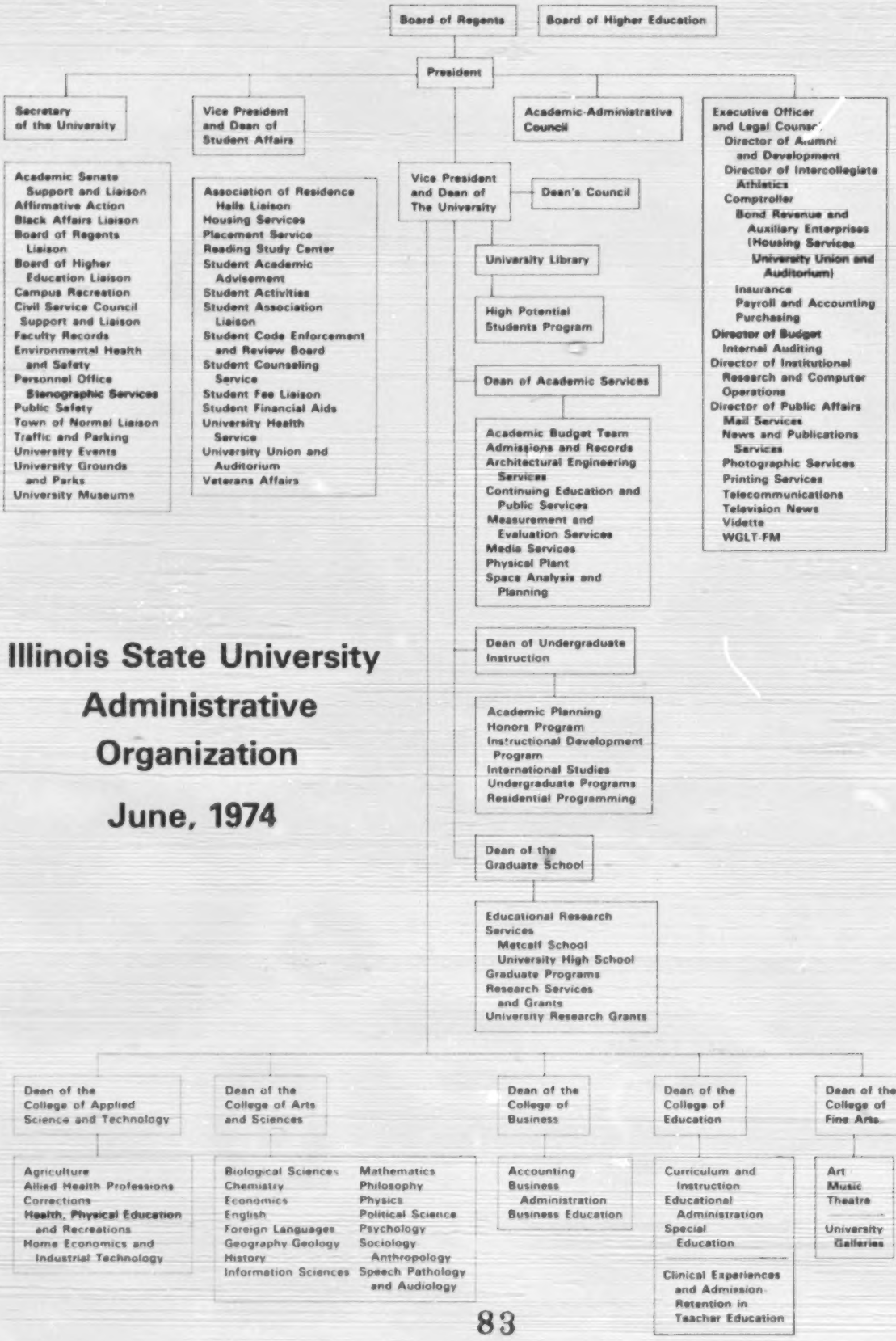
4. Travel Reimbursements

Reimbursement of travel expenses may be obtained by submitting travel vouchers approved

by the fiscal agent for the account being charged. Prior approval is required for out-of-state travel (Form TA-1). Instructions for preparing travel vouchers can be provided by the various departments having travel budgets or by the Comptroller's Office.

5. Use of Fleet Cars

The use of fleet cars is requested by completing the Request for University Transportation form. This form defines regulations and the steps for scheduling. Drivers for such vehicles must be on a recurring University payroll.



Illinois State University Administrative Organization

June, 1974